



## LEAVE NO TRACE WORKSHOP GUIDELINES

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## **INTRODUCTION**

With many institutions, organizations, and agencies offering Leave No Trace training programs, the need to provide and maintain appropriate guidelines for those conducting one-day or shorter Leave No Trace Workshops exists.

The goals for these Workshop Guidelines are five-fold:

- To provide an easily implemented training structure that encourages training efforts.
- To strive for consistent, quality training for all Leave No Trace workshop/session participants.
- Establish a structure allowing Leave No Trace to track and quantify training efforts.
- To clarify the role of the Leave No Trace organization regarding training institutions and individual instructors.
- To identify (for courses taught in outdoor settings) that there are inherent risks in outdoor activities and to discuss warnings and other information about Leave No Trace courses.

The Leave No Trace Workshop Guidelines describe any formal Leave No Trace presentation one day or less in length. These workshops can include various programs ranging from a 30-minute presentation to a day-long workshop. Experiential-based training in an outdoor setting is encouraged. Fees may be charged for these workshops, details of which are described below. Leave No Trace encourages course leaders and/or organizations to make the cost of such efforts as low as possible to encourage enrollment and training efforts. It is strongly encouraged that Leave No Trace materials be used in all training activities regardless of the length or type of training. Materials can be purchased directly from the organization, and some can be downloaded for free off the Leave No Trace website [www.LNT.org](http://www.LNT.org)

**Notice:** The Leave No Trace Instructor curriculum focuses on techniques for learning and teaching minimum-impact outdoor skills and ethics. Leave No Trace courses do not teach specific outdoor skills such as mountain climbing, river crossings, camping, etc. However, due to the nature of the Leave No Trace program, many courses are taught in outdoor settings. Engaging in outdoor activities involves inherent or other risks and dangers that can lead to injury, property damage, or even death. In addition, Leave No Trace outdoor ethics and principles are only effective if they are accurately relayed and taught to course participants. These Guidelines are not intended to control the details of how the organization/individual conducts the Leave No Trace Workshop. Leave No Trace does not control, teach or conduct the Workshop but provides organizations and individuals with nationally approved materials to assist in teaching Leave No Trace Workshops. All

organizations and individuals conducting Leave No Trace Workshops act as independent contractors and are solely responsible for conducting the Workshops.

Individuals interested in participating in a Leave No Trace field-based courses should have basic outdoor travel and camping skills. Participants should understand that they are responsible for their safety and assume responsibility for injuries resulting from the inherent risks of recreational activities.

Leave No Trace does not warrant or guarantee the quality or expertise of any individual or organization providing a Leave No Trace course or workshop. Those individuals interested in a Leave No Trace course or workshop are advised to independently review and examine the qualifications of individuals or organizations planning to conduct Leave No Trace courses.

Leave No Trace accepts no legal or otherwise responsibility for any course, workshop, event, or session.

## TRAINING ORGANIZATIONS AND INDIVIDUAL INSTRUCTORS

### Organizations Offering Leave No Trace Workshops

Organizations offering Leave No Trace Workshops are strongly encouraged to become a [partner organization](#) of Leave No Trace (to **receive Workshop Completion Certificates from Leave No Trace, an organizational partnership is required**) and must follow the Guidelines included here. This includes:

1. Assuring that instructors are certified as Leave No Trace Level 1, 2, or 3 Instructors to provide a Certificate of Completion to participants. Leave No Trace Workshops can be taught by someone not formally trained in Leave No Trace, but a Certificate of Completion issued by the Leave No Trace organization cannot be distributed.
2. Assuring that staff, including any proposed Leave No Trace instructors or co-instructors, are appropriately trained in outdoor leadership/instruction skills;
3. Following the “Core Components for Leave No Trace Workshop Curriculum” and additional Guidelines for courses outlined below in any Leave No Trace Workshop.

### Individuals Offering Leave No Trace Workshops

Individuals offering Leave No Trace Workshops are strongly encouraged to [become a member](#) of Leave No Trace (in order to receive Workshop Completion Certificates from Leave No Trace, membership is required) and must follow the Guidelines included here. This includes:

1. Those who have completed a Level 1, 2, and/or 3 Leave No Trace Instructor Courses are able to conduct Leave No Trace Workshops and provide Certificates of Completion.
2. Others who are familiar with Leave No Trace but have received no formal Leave No Trace training are also encouraged and authorized to conduct Leave No Trace Workshops but are not able to provide a Certificate of Completion.
3. Following the “Core Components for Leave No Trace Workshop Curriculum” and additional Guidelines for courses outlined below in any Leave No Trace Workshop.

# LEAVE NO TRACE WORKSHOPS

## **Workshop: Curriculum Content**

A Leave No Trace Workshop is any formal Leave No Trace presentation one day or less in length and facilitated or implemented by a Leave No Trace Level 1, 2, or 3 Instructor. Individuals familiar with the Leave No Trace Principles, skills, and ethics can also teach Workshops, but Certificates of Completion may only be provided by a certified instructor in good standing with the organization. These workshops require less time, are less comprehensive, and are less expensive to conduct than Level 1 or Level 2 Instructor Courses. Like Level 1 and Level 2 Instructor Courses, Workshops emphasize skills and techniques essential to Leave No Trace minimum impact outdoor ethics and education. The Leave No Trace Workshop curriculum samples are available through the Leave No Trace organization.

## **Core Components for Leave No Trace Workshop Curriculum**

1. Leave No Trace Workshops should be one day or less in length and adequately cover the Leave No Trace Seven Principles, outdoor ethics, and mission of the Leave No Trace organization. Workshops can be built into other course offerings, classes, staff training, etc.
2. In addition, the following topics should be included, time permitting:
  - a. Overview of the national Leave No Trace program, including information about Leave No Trace Frontcountry practices when applicable.
  - b. The role and function of the Leave No Trace organization.
  - c. Overview of the Leave No Trace website and all available resources.
  - d. Overview of how individuals and organizations can join and support Leave No Trace.

## **Workshop: Leaders**

A Leave No Trace Workshop leader can be a Leave No Trace Level 1, 2, or 3 Instructor. Individuals familiar with the Leave No Trace Principles, skills, and ethics can also teach Workshops but cannot provide a Certificate of Completion unless they are a certified instructor in good standing with the organization. Leave No Trace Workshop leaders should have training and experience in outdoor leadership/instruction skills. It is recommended that Workshop leaders maintain current certifications in Standard First Aid and CPR.

## **Workshop: Enrollment**

Leave No Trace Workshop enrollment is not limited by Leave No Trace. Organizations and individuals offering Workshops should strive to keep the instructor-to-student ratio low to enhance learning opportunities. The number of participants in any Workshop should comply with the local land management agency's group size limits.

## **Workshop: Cost**

Course costs for Leave No Trace Workshops are not set by the Leave No Trace organization. Course leaders and/or organizations should set the cost of Workshops to cover material, travel, staff, and other costs and are encouraged to offer free Workshops whenever possible. If fees are charged, Leave No Trace encourages course leaders and/or organizations to make Workshop fees as low as possible to encourage enrollment and training efforts.

## **Workshop: Completion**

Upon completing a Leave No Trace Workshop, each participant can receive a Certificate of Completion from the instructor if the instructor is a Level 1, 2, or 3 Instructor in good standing with the organization. Those who complete a Leave No Trace Workshop should be equipped to:

- Understand and practice minimum impact techniques when recreating outdoors.
- Discuss outdoor ethics with others and explore their own personal outdoor ethic.
- Understand and convey the purpose of Leave No Trace.
- Recite and explain the Seven Principles of Leave No Trace.

Upon completion of a Leave No Trace Workshop, the instructor is asked to submit a roster including the total number of participants, the participant's first and last name, and email. Workshop rosters can be [reported online](#).

## **Workshop: Logo Use**

Any individual or organization that wishes to use the Leave No Trace logo and branding to promote a Workshop must be a current member or official Partner in good standing. For more information about membership or partnering with Leave No Trace, contact us at [Info@LNT.org](mailto:Info@LNT.org) or 1-800-332-4100.