

# WI River Outings

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## Helpful Hints and Suggestions for Organizing a Group Outing

First, thank you for taking on the work and responsibility of organizing a group canoe outing. We appreciate your dedication to herd cats in order for them to enjoy our river.

Below are some helpful hints in making sure that the organizing of a large group doesn't become a full time job, and worse, like actual work!

1. Unless you're prepared to take on the financial responsibility for the entire group, set a drop dead date as to when money from the group is due to you. We suggest as many as 4 weeks before your scheduled trip date if you can get away with it and NOT less than 10 days before the trip.
2. We HIGHLY recommend that you have roughly the same cancellation policy as we do:  
We require a 100% deposit with reservation on credit card or you may send a check and we'll hold the boats for 7 days. You'll have up to 7 days before your canoe rental start date to cancel or make changes for a full refund. If you cancel or make changes within 7 days we provide a same season paddle credit good for canoe/kayak rentals, based on availability.
3. Resist the urge to "cover" someone who says "I'll pay you that morning we head out onto the water." This is frequently the person who mysteriously doesn't show up at all and now you've got a canoe rental to use by the end of the summer.
4. We find that nonprofits seem to have the most difficulty of setting firm timelines for their outings. There's nothing wrong with saying, "I'm sorry, you missed our deadline. We hope that next year when we organize this event again that you'll be among the first to sign up."
5. Communicate with those in your group when packing so you're not doubling up on gear like stoves, coolers and cooling utensils.
6. It's a good idea that the "Jack Rabbits" of the group:
  - Not have any critical gear (like lunch, cooking gear or someone else's camping gear)
  - Tell them to stop for lunch 30 minutes earlier than you plan to eat so they stop paddling and wait for the group...assuming they want lunch
  - Ask them to collect as much firewood as possible, this gives them something to do rather than paddle all the way to the Gulf of Mexico before the end of the trip
  - These suggestions come from experience, it's not unusual to not see the Jack Rabbits again after pushing off until you're at the boat landing at the end of the trip packing up
7. We've provided tons of info on our site and in your email confirmation that help with packing and more importantly directions. A GPS is nice, but it is not 100% accurate. PLEASE, bring a map with you and verify what your GPS is telling you. Also, make sure everyone in your group knows where they're going and how to get there.

Again, thank you for putting this trip together! We look forward to seeing you this summer for a relaxing time on the river.