

# TFN Walk Leader's Checklist

## At the Welcome:

- Greet everyone as they arrive
- Greet newcomers, make them feel welcome and offer them a TFN brochure
- Count the participants (or have someone do this for you)
- Introduce yourself and describe the route, length and purpose of the walk
- Mention anticipated washroom and lunch breaks
- Encourage people to bring interesting sightings to the attention of the group
- Encourage people to ask questions
- Encourage people to stay with the group behind the leader
- Point out other experts in the group
- Encourage people to post their photos from the walk to social media using the hashtag #TFNWalk so that others can easily find them

## On the Trail:

- Set an appropriate pace so that everyone can keep up
- Point out plants, animals, and natural features in a loud voice
- Make sure the whole group hears both questions and answers
- Include beginners by taking time to help them understand how things are identified
- Encourage experts to share their knowledge
- Make sure everyone has an opportunity to see what is being described
- Stop periodically and gather the group to point out items of interest
- On long outings, pause by washrooms

## At the End of the Walk:

- Provide a clear ending to the outing
- Ask for feedback - anything that would have improved the group's experience
- Provide travel instructions if it is not obvious

Make sure you submit your completed outing report to the TFN office promptly.

Use the Comments section to highlight any aspects of the walk that were particularly exciting, interesting or disturbing. This is helpful in writing extracts for the Newsletter.

## Keep an eye out for:

If you see any of these things, please note them in your report.

- Garbage dumping sites
- Giant Hogweed
- Trail maintenance required