

Captain's Checklist & Trip Report Form 3

Checklist:

Before trip:

_____ Call Guest(s) _____ Call fellow volunteers

Before Guests arrive:

_____ Life jackets _____ Bait & gas _____ Check motor _____ Secure to dock _____ Rods/Reels

As trip starts:

_____ Greet _____ Guest Boarding Pass (Form 1)

_____ Fishing License Waiver for State Institutions (Form 2)

_____ Explain LGF _____ Take Pictures _____ Serve water _____ Have FUN!

As trip ends:

_____ Pass out yellow "Thank You" envelopes _____ Thank guests

_____ Trip Report (Form 3) _____ Rods checked/cleaned/put away _____ Clean boat

_____ Hang up life jackets _____ Check if motor up _____ Call next captain if supplies needed

Lastly:

_____ Put completed Reports 1, 2, 3 & any money collected in marked envelope under cptn's chair

Trip Report - Form 3

Date: _____ Time out: _____ Time in: _____

Captain's name (first, last name): _____

Co-captain/guide's names (first, last names): _____

Group Name: _____ From: _____

NUMBER ON TRIP: _____ Guests + _____ Aides + _____ LGF volunteers = TOTAL ON BOARD _____

_____ No of wheelchairs

Veterans on Board _____

Fishing excursion? _____ Yes or _____ No _____ Number Fishing _____ Lake Name

YOUTH ONLY: Number on Board? _____, Ages 13-17 _____ : M _____ F _____ ; Ages 9-12: _____ M _____ F _____ ;

Under 9 _____ : M _____ F _____

Expenses you would like to be reimbursed:

Gas _____ Bait & Ice _____ Other _____ Total _____

Donations Received: _____