

Unit 3 – Paperwork

In case you thought that Paperwork is not really required when going for a simple walk in the bush with some club members, how do you intend to notify those members, and the Club, that you are offering to lead a walk?

In this course we will refer to the paperwork involved for leading a walk.

Paper work for every walk covers:

- Walk description and grading
- Club members registration form
- Map and walk notes

Additional paperwork can include:

- BWV track clearing / maintenance request form
- Walk or trip report for newsletter
- Incident report form
- Application for temporary membership (Acknowledgement of risk)

Rather than prescribing all procedures here, please read the following websites:

- www.bushwalkingvictoria.org.au - especially *where2walk* and *walksafe* on that site;
- Your Club's own website, and
- <http://www.bushwalkingaustralia.org/walkers-info/walking-track-grading-system>.

Paper work is an essential part of planning and conducting a walk

Some sample forms have been supplied. You may wish to compare them with the forms that your club uses. But you should use the forms that your club supplies.