

# EP Captain's Trip Log & Check List

## LOG & Trip Report *(print clearly)*



Date: \_\_\_\_\_ Group time out: \_\_\_\_\_ Group time In: \_\_\_\_\_

Group/Institution Name: \_\_\_\_\_

Contact for Group: \_\_\_\_\_ Phone: \_\_\_\_\_

Boating \_\_\_\_\_ Fishing \_\_\_\_\_ (circle one) Vets on board: **Y** **N** #Vets: \_\_\_\_\_

Captains Name: (first, last) \_\_\_\_\_ Total Vol. Hrs: \_\_\_\_\_ (including travel to/from)

Assistant Names: 1: \_\_\_\_\_ Total Vol. Hrs: \_\_\_\_\_

2: \_\_\_\_\_ Total Vol. Hrs: \_\_\_\_\_

3: \_\_\_\_\_ Total Vol. Hrs: \_\_\_\_\_

**Total Vol. Hrs:** \_\_\_\_\_ (including travel to/from)

# of Adult Guests: \_\_\_\_\_ (exclude LGF volunteers) # of Adults & Youth fishing: \_\_\_\_\_ (exclude volunteers)

Youth guests on board: Boys 12 & under: \_\_\_\_\_ Girls 12 & under: \_\_\_\_\_

Boys 13+: \_\_\_\_\_ Girls 13+: \_\_\_\_\_

**Total # of people on board** (including volunteers): \_\_\_\_\_ # Fish caught: \_\_\_\_\_

### Pre-Departure Checklist:

Bait \_\_\_\_\_ Camera \_\_\_\_\_ Water \_\_\_\_\_ Phone \_\_\_\_\_ Fuel \_\_\_\_\_ Signed Release \_\_\_\_\_ (on back of this form)

\_\_\_\_\_ Check weather forecast at least 2 hours prior to departure to determine whether to cancel the outing before guests depart their residence! **NOTE!!!** If weather becomes threatening while on the excursion head back to the dock at once)

To CANCEL: Call the contact person at the organization to explain the reason for cancelling. Call your First mate as well.

Guests and Crew must wear PFD (life jackets) on board at all times.

### During the Outing

\_\_\_\_\_ Explain LGF Organization and how it helps people \_\_\_\_\_ Gold Envelopes: hand out, donations are optional but appreciated

\_\_\_\_\_ Review Lake history, facts, landmarks, etc. (see information pack on lake facts, charts etc.)

### Post Outing Checklist:

\_\_\_\_\_ Live Well Drained \_\_\_\_\_ Carpet swept & Trash emptied \_\_\_\_\_ Motor tilted & PFD's stowed \_\_\_\_\_ **MASTER OFF**

\_\_\_\_\_ Trip Report Completed and filed \_\_\_\_\_ Keys, bait, unused water (if last trip) back to shed put back in refrigerator if last trip,

\_\_\_\_\_ Cooler emptied/lean if last trip \_\_\_\_\_ PARKING Pass from car back in shed on hook, \_\_\_\_\_ Shed neat/tidy looking,

\_\_\_\_\_ locks, gate, electrical box secure. \_\_\_\_\_ Combination lock numbers rotated off the combination. \_\_\_\_\_ Lock placed so next person using can see the numbers to unlock the lock.

**If last trip of day, lower the canopy's BEFORE placing the pontoon in the lift**

**Release of Liability and Photo Approval (only filled out if organization does not bring the form)**

Let's Go Fishing on MN, Inc. Affiliated Chapters  
174 Lake Avenue N., PO Box 271, Spicer, MN 56288

Group Name: \_\_\_\_\_ Trip Date: \_\_\_\_\_ Trip Time: \_\_\_\_\_

Group Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

The undersigned Guests will be participating in activities hosted by Let's Go Fishing of MN, Inc. and authorized affiliated chapters referred to hereafter as LGF.

Guests agree to hold harmless and release from any and all liability LGF, its directors, officers, employees, and volunteers for injury or sickness sustained by guests alone with loss, disappearance, or destructions of guest's personal property. Guests agree that they must wear a PFD (life jacket) at all times and that use of alcohol and tobacco products are prohibited while on the pontoon.

Guest further agrees to allow use of the guests name, photo and comments by LGF for marketing purposes that may include advertising, publications, brochures, media, website, and training materials.

The undersigned guest, heirs, or their representatives hereby agree to the terms and conditions of this agreement:

Let's Go Fishing Eden Prairie Chapter, PO Box 44992, Eden Prairie, MN 55347

	<u>Print Name</u>	<u>Signature</u>	<u>Address (City, State)</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____