Dear OA Leader,

We hope your summer is going well. Campus isn’t the same without you all here. You should have received an e-mail from us in June with preliminary information on the Frosh Trip. At this point we are counting on you to be back to help. We are incredibly excited about FT 2004. We have applications from over 600 frosh and will be running 75 trips. **We have accepted all of these frosh based on your commitment to be here. Cancellations after July 1 are accepted for medical reasons only. If you have any questions or problems, call us at (609) 258-6230.** This letter should explain everything you need to know for FT 2004. Please take a look at the mailing label on this letter. If you are scheduled to return early it will say either **Advance Team, Outdoor Adventure, Canoe Training, Climb Training, Cliff Rescue, or River Rescue.** See the details below about when you would need to arrive.

We have made preliminary leader assignments to trips and have done our best to accommodate your trip preferences. Keep in mind that we generally pair people who have led before with people who haven’t. Because things change during the summer, we don’t settle on the specific trip assignments until August. You will find out exactly where you will be going and who your co-leaders are when you arrive on campus. Please keep in mind that your commitment is to assist with FT 2004 wherever you are assigned.

**ARRIVAL:** You should arrive on **Wednesday, August 25 by 5:00 PM.** If you’re traveling long distance or need an extra day on campus to get organized, it is possible to get into your room on Tuesday, August 24, but note that you’re responsible for your own meals until Wednesday dinner. Unless you’re leading a canoeing or climbing trip, you absolutely won’t be able to get into your room before Tuesday. **If for any reason you can’t arrive until after 5:00 PM on Wednesday, August 25, please let us know at least a week in advance.** There will be a meeting of all OA leaders on Wednesday at 5:30 PM in the Dillon Gym to go over details of FT 2004. At that meeting, you will meet your co-leaders, find out your trip assignment and the detailed schedule for the next few days. The next three days will be extremely busy with refresher classes, meetings and route briefings. Please expect full days and understand that you may not have much time to set up your room, go shopping, etc.

**OUTDOOR ADVENTURE LEADERS:** If you’re going to be leading an Outdoor Adventure Trip, you will receive a separate letter with details about Outdoor Adventure trips. **Outdoor Adventure leaders will need to return on Tuesday, August 24 in order to participate in a one-day orientation up at Blairstown on Wednesday.** We’ll meet in the food court at Frist Campus Center for breakfast on Wednesday at 8:30 AM and leave straight from there for Blairstown. We’ll provide a bag lunch for you. If for any reason you can’t make it back for this training day, please let us know by Friday, July 30. We have received a record number of frosh applications for Outdoor Adventure Trips and are counting on you.

**ROCK CLIMBING LEADERS AND CANOEING TRIP LEADERS:** If you are leading one of these trips and you have signed up for either the Top Rope Climbing Course or the Zoar Whitewater Canoeing course, you will need to be back on campus on **Sunday, August 22** in order to begin training first thing Monday morning. You should have signed up for these courses at the OA tripstore. If you are a canoeing leader but are not taking the full Zoar course you still need to be on campus by **Tuesday, August 24 for the all-day River Rescue class on Wednesday.** If you are a climbing trip leader and not taking the full top rope course you still need to be back on Tuesday for the **Cliff Rescue class on Wednesday.**

**ADVANCE TEAM:** If you signed up to be on the Advance Team you have to be back by **10:00 AM on Wednesday, August 25 in order to help out with last minute FT 2004 preparations.** You will be able to move into your room on Tuesday, August 24. We’ll meet in the food court at Frist Campus Center for breakfast on Wednesday at 8:30 AM. We will start working in the Equipment Room at the Armory at 10:00 AM. Look at the mailing label on your envelope; if the first line says **Advance Team,** you are scheduled to be an Advance Team
member. If for any reason you can’t come back early, please let us know so that we can plan the Advance Team tasks accordingly.

KEYS AND HOUSING: The Housing Office in Macmillan Building will be open from 9:00 AM - 4:00 PM on Tuesday, August 24 and Wednesday, August 25 for you to pick up your room keys. If you arrive after Housing has closed on either of these days, you can go to the Public Safety Office in Stanhope. They cannot give you keys, but they will have a list of all leaders and can let you into your room. Keep in mind that your first priority is OA. You will have plenty of time after the trip to get your room set up.

For most leaders your rooms will be ready for move in and you can pick up your key from Housing when you arrive. Due to summer construction projects, several dorms may not be ready for move-in until after you leave on Frosh Trip. These dorms include Ellipse dorm, Forbes College, Henry, 1901, 1903, and Pyne Halls. If your room is not available you will need to room with friends before the trip goes out. There will be storage available in Gauss Hall for you to put your stuff (see below). Please check the OA website (www.princeton.edu/~oa/ft) or call (609)-258-6230 after August 23 for updated summer construction information. If your dorm will not be open, we encourage you to just show up with what you need for the trip and then have the rest of your stuff arrive the following weekend. All dorms will be available for occupancy starting Thursday, September 2.

STORAGE: You should bring with you anything you’ll need for the Frosh Trip. Do not ship items you will need via UPS or other shipping companies, as they do not begin dorm delivery until Frosh Trip is over. If your room is not ready the Gauss Hall storage area will be open on Tuesday, August 24 and on Wednesday, August 25 9:00 AM and 1:30 PM. Call Building Services at 258-3490 to arrange to have someone open up Gauss for you. If you need to store things during the trip the Gauss Hall storage area will be open on Saturday, August 28 from 9:00 AM – 4:30 PM. Gauss will be open again on Saturday, September 4 and on Sunday, September 5 so that you can retrieve your belongings. You will not be able to get into any other storage areas.

MEALS: There will be a dinner for all OA staff at Frist on Wednesday, August 25. OA will provide meals or a meal allowance from Wednesday dinner through breakfast on Saturday, August 28. You are responsible for arranging your own lunch and dinner on Saturday.

RELIGIOUS SERVICES:
- Catholic: There will be a Catholic Mass on Saturday, August 28 at 7:00 PM at the Aquinas House on the corner of Library and Stockton Streets, within easy walking distance of campus. For more information and directions to Aquinas House see www.princeton.edu/~aquinas/
- Episcopal: The Episcopal Church at Princeton will have a service of Holy Eucharist at Procter House, 53 University Place, across the street from the Princeton University store on Saturday, August 28 at 7:00 PM.

PHYSICAL FITNESS: We hope you’ve had a chance to spend some time outside this summer. Make sure that you get some exercise to prepare yourself for the trip. You should be exercising for at least 30 minutes, 3 times per week, for at least four weeks before the trip. This activity increases the efficiency of the cardiovascular system to allow you to hike or canoe more easily. You will be a much more effective leader if you don’t have to worry about your own physical ability on the trip!

READING ASSIGNMENT: Other than reading this letter, we have one reading assignment for you. In August please review The Backpacker’s Field Manual so that skills like first aid, map and compass, and stove use are fresh in your mind before the Frosh Trip.

EQUIPMENT: Enclosed is a copy of the Equipment List sent to frosh. You will be adequately prepared if you have all of the items on the list. If you need a backpack or sleeping bag for the trip, we will distribute those to leaders on Friday. If you need to buy things for the trip, you should do it over the summer. Our schedule will be very busy over the three days leading up to Frosh Trip so you are not likely to have time to go shopping. If you need new boots, buy them now and break them in early; otherwise your Frosh will be hiking you out for blisters. If you haven’t worn your boots in a while, break them out in mid-August and start wearing them.

CPR CERTIFICATION: If your CPR certification is expired or will expire by September 3 you must renew your CPR certification this summer. Contact your local Red Cross or American Heart Association for courses. Because it is so busy in the days before the Frosh Trip we strongly urge you to recertify your CPR at home this
summer. For those who are unable to do so, we will have a CPR course on Wednesday, August 25 from 1:00 – 5:00 PM in Dillon Gym. **Space is limited.** If you want to register for the CPR course on campus, you should sign up soon at the OA Tripstore or email oa@princeton.edu.

**WEDNESDAY 8/25 MEETINGS:** You find out your trip assignment and meet your co-leader(s) at the 5:30 PM Check-in at Dillon Gym. You will receive your trip packet, which includes maps, route information, and equipment and food lists. At the end of the meeting you and your co-leaders will pick up your group equipment and food. **Be sure to check your food and equipment boxes against the equipment food and equipment lists to make sure you have everything.**

**THURSDAY 8/26 LEAVE-A-TRACE DAY:** There will be a series of games and workshops to brush up those soft skills. **All leaders are required to attend these workshops either as participants or as instructors.** You and your co-leaders will participate in these activities with other leaders going to the same area on Frosh Trip. Leaders will have a chance to share experiences and tricks of the trail. Activities and discussions will give you a chance to reflect on such issues as diversity, LGBT awareness, and alcohol, and the role that these issues play during a frosh trip. This day should get you thinking about how to give all your frosh a positive introduction to campus life.

**FRIDAY 8/27 TRAINING SESSIONS:** After a summer off, skills can get rusty. There will be a series of refresher workshops focusing on first aid and LNT. **All leaders are required to attend these workshops either as participants or as instructors.** In the evening, the frosh trip coordinators will brief leaders and support about their specific routes and general area. Leaders will have a chance to meet their support.

**SATURDAY 8/28 TRAINING SESSIONS & FROSH CHECK-IN:** There will be a series of required hard skills refresher workshops in the morning. This is your chance to brush up on tarping, bear-bagging, stoves, and stove repair. After the refresher, you’ll have a little time to run to the grocery store, take that last shower, and take care of any last-minute trip preparations. Your participants arrive at Dillon Gym on Saturday at 4:00 PM. Like last year, we will have signs for the different group numbers posted around the perimeter of Dillon Gym, and your group will rendezvous at your sign.

**FRIDAY 9/3 RETURN:** Groups will return on Friday, September 3 anytime between 1:00 and 8:00 PM. At this point all personal and group equipment will get returned. Friday evening (after you have taken a long shower) will be our annual post Frosh Trip Dance Party with DJ Bob.

**SATURDAY 9/4 CLEAN-UP:** **ALL OA LEADERS ARE REQUIRED TO HELP CLEAN UP AND PUT AWAY EQUIPMENT STARTING AT 9:30 AM.** It is very important for everyone to be there. We should be finished in the early afternoon.

**SUNDAY 9/5 DEBRIEFING:** **ALL OA LEADERS ARE REQUIRED TO ATTEND A GROUP DEBRIEF ON SUNDAY FROM 3:30 - 5:30 PM.** Leaders will have a chance to discuss the perks and problems of their trips and to make suggestions for next year. Bring all your filled-out forms (evals, trip logs, etc.). Following the debriefing sessions there will be a Leader barbecue.

**EMERGENCY NUMBERS:** During the trip, in the event of an emergency, you can contact Rick by calling the OA Office (609-258-5621) or Public Safety (609-258-3134). Rick is reachable 24 hours a day while the trips are out. Please call only in an emergency. We hope the rest of your summer goes well. If you have any questions or problems, please contact us at (609) 258-6230. We look forward to seeing you at the end of August!

Sincerely,

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