LEARNING Outdoors Team

Hampshire County Council
Outdoor Centres

Checkpoint Card

1. Add checkpoint number and name or grid ref at the top of the table in 'Checkpoint ID', i.e. CP3, Standing Hat Car Park.
2. **Column 1** - Add the team's number/name in order of the time they arrive at the checkpoint. i.e. Team 3.
3. **Column 2** - Add the time the team arrives. i.e. 11:24.
4. **Column 3** - Add the time the team departs. i.e. 11:35.
5. Update the **Expedition WhatsApp Comms** group accordingly or **text the Expedition Lead** if signal is poor.
6. Once all teams have passed through the checkpoint, upload a photo of the completed Checkpoint Sheet to the **Expedition WhatsApp Comms** group and ask the **Expedition Lead** if the checkpoint can be closed. Await a confirmation of checkpoint closure.
7. Wipe clean and repeat process for any additional checkpoints.

Checkpoint ID: _____

TEAM	TIME IN	TIME OUT