

The Time Capsule Adventure Checklist

Before you leave Your House: Items to Pack

Here is an organized list that will prompt you to remember items to take along with you on your Time Capsule trek. Most items to be inserted within the time capsule should be enclosed in polyethylene or common Ziploc sleeves. They should be inserted prior to leaving. Take the following items:

1. Hollow Rock or Hollow Log to cover and hide the enclosed capsule. (Locations to obtain these and many other free items are found inside the full website.)
2. Stainless Time Capsule (or other alternatives as discussed at the full website)
3. 1 Copy of the Retrieval Folder's Data Sheet to fill in at the drop site
4. Your personal notes
5. Digital Camera: Check battery strength and available disk space
6. Topographical map of your intended hiking area if necessary (Topo map-apps and links discussed at site).
7. Your GPS device with extra batteries

Optional Items

1. Walkie-Talkies, always helpful for trail communication
2. Simple hand-held compass
3. Gloves
4. Small tripod to allow group photos with a camera's shutter timer

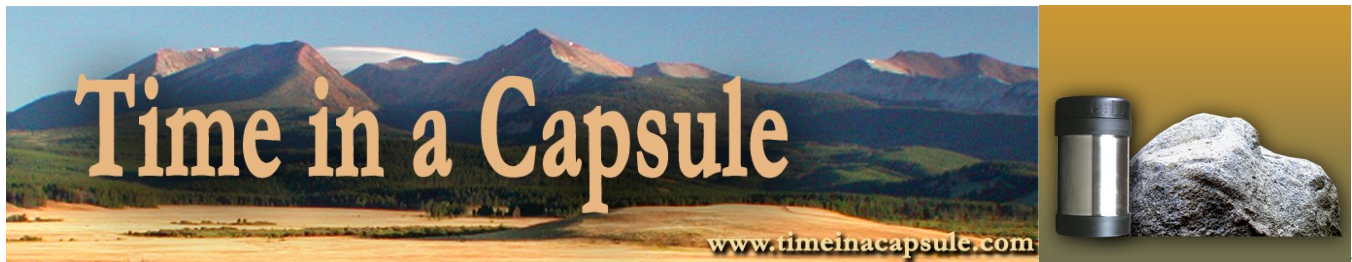
At the Drop Site

Your final drop site should be an unremarkable ground space located hundreds of feet away from any remotely identifiable hiking or animal trail. Use the following common sense criteria in selecting that final site:

1. Identify a flat ground space shielded from weather and foot traffic.
2. Choose an area where surrounding rocks are well established in the subsoil.
3. Locate your placement next to a large, stable, permanent obstruction that will block direct sunlight and open weather exposure. North side is preferred.
4. Place your Geocapsule (time capsule plus its housing) between, inside, under or next to a large stable rock outcropping.
5. If near a steep slope, choose the downhill side of a permanent obstruction.

Other Site Criteria

1. Place in an area of similar appearing small boulders if using a hollow rock, or in any area of downed logs if using hollow-log (See website)
2. Not a potential viewpoint or stop for any hiking activity
3. Nowhere close to a stream, riverbank, swamp, campsite, etc.
4. Not in a potential mud flow, water flow, water chute or avalanche path
5. Not in any earthen cave
6. Not placed at the base of trees or relying on a tree structure as a long term shield
7. Never near any evidence of previous human activity (old cabins, archaeological sites, mine shafts, ruins, etc.)
8. Away from any sign of animal activity (footprints, animal droppings, burrows, etc.)
9. Be discreet in choosing a location that cannot easily be seen by other hikers while you prepare the site.



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Site Preparation if Using Small Boulder Replacement Method (See website for more ideas)

1. Do a final common sense appraisal of the site and locate an existing small boulder for replacement with the Geocapsule.
2. Confirm that you can obtain a clear GPS reading at the final location by conducting several walkovers.
3. Remove the boulder from its position.
4. Prepare the existing boulder depression to insert your Geocapsule.
5. Cover your stainless time capsule with the hollow rock enclosure and situate the Geocapsule within the depression left by the natural rock.
6. Firmly compact the soil around the Geocapsule.
7. Clearly, accurately, confirm and log the GPS coordinates and enter them immediately on the Geocapsuling Data Sheet.
8. Camouflage the immediate area of the drop site.
9. Take medium and close up photographs of the final camouflaged site from several possible angles.
10. Make a mental note of the compass settings of this site or obvious landmarks (for labeling photos later) to aid in future retrieval.

Before You Leave the Drop Site

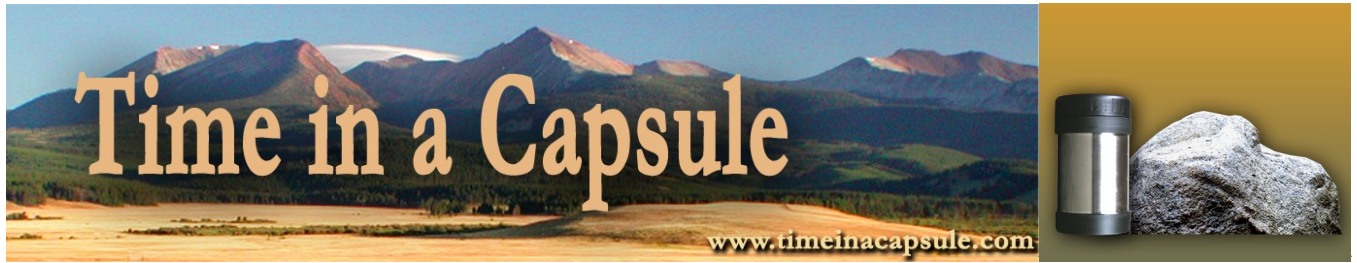
1. Confirm that the correct GPS coordinates have been recorded.
2. Fill in any remaining information on the Geocapsuling Data Sheet.
3. Take photos of all people attending the occasion for later inclusion in the Retrieval Folders.
4. Review the drop site for any objects that may have been inadvertently left.
5. Leave no visible trace.

When you Return Home

1. Duplicate the information from your Geocapsuling Data Sheet onto the second set of Retrieval Folder forms.
2. Make dual photo print copies of your adventure.
3. Place photos and data sheets into your two Retrieval Folders.
4. Using the exact GPS coordinates of your drop site, you can now get a precise location of the drop site on the topographic map (info available inside full website). Enter your coordinates on the web site, print copies of your drop site map and insert the prints into the two Retrieval Folders.
5. If this is a long-term time capsule, keep a record of the GPS coordinates in your safe deposit box or attached with your own legal papers.
6. Keep one Retrieval Folder with your own private files (or give to another parent or friend of the future recipient) for safekeeping.
7. Give the second Retrieval Folder to another young Fail-Safe relative.
8. Fill out the International Time Capsule Society form and relay GPS coordinates of your drop site to them.
9. Send an "e-mail to the future" to several people with specifics of this adventure (details inside full website).

Congratulations. This was a pretty cool adventure and a fine legacy to leave for your family members or friends!

Time in a Capsule: An Adventure For Your Descendants



Geocapsuling Data Sheet

Time Capsule For: _____

General Region of Placement: _____

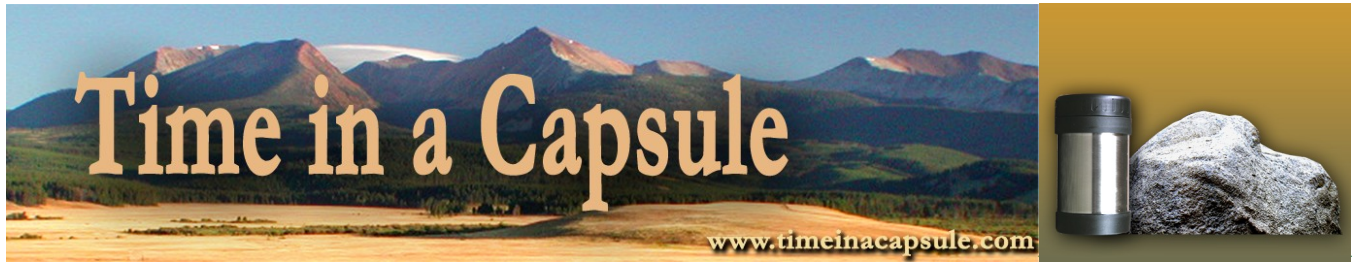
Placement Date	Time	Weather
Approx. Altitude	EXACT Latitude	EXACT Longitude

PEOPLE IN ATTENDANCE ON THE DAY OF PLACEMENT:

NOTATIONS ABOUT GENERAL TERRAIN, POINTS OF INTEREST, DIFFICULTY OF HIKE:

SPECIFIC NOTATIONS ABOUT LOCATING AND IDENTIFYING THE DROP-SITE:

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SOME (BUT MAYBE NOT ALL) ITEMS CONTAINED IN THIS TIME CAPSULE:

WHEN CAN THIS TIME CAPSULE BE RETRIEVED?

A DUPLICATE RETRIEVAL FOLDER WAS ALSO GIVEN TO:

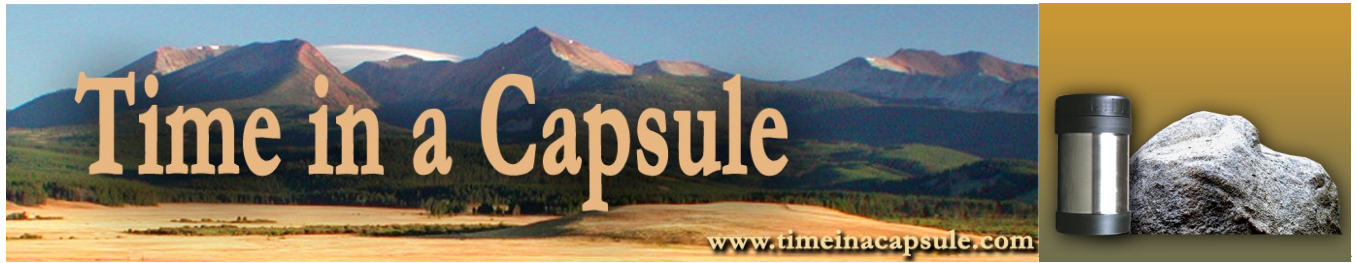
IN CASE THIS FOLDER IS MISPLACED IN THE FUTURE, THE TIME CAPSULE DATA AND GPS COORDINATES ARE REGISTERED WITH THE INTERNATIONAL TIME CAPSULE SOCIETY IN ATLANTA, GEORGIA. THEIR CONTACT INFORMATION BELOW HAS ALSO BEEN SAVED IN MY BACKUP LOCATION HERE: _____

[WWW.OGLETHORPE.EDU](http://www.oglethorpe.edu)

AS OF THIS DATE THE LINK TO REGISTER IS:

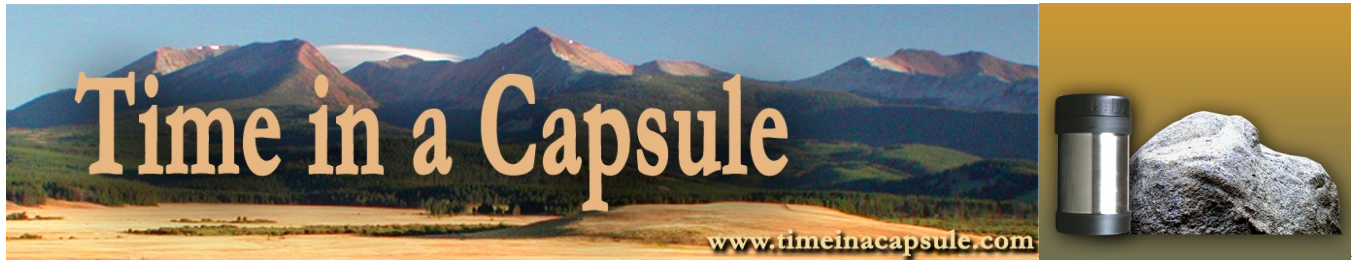
[HTTP://CRYPT.OGLETHORPE.EDU/INTERNATIONAL-TIME-CAPSULE-SOCIETY/REGISTER-YOUR-TIME-CAPSULE/](http://crypt.oglethorpe.edu/international-time-capsule-society/register-your-time-capsule/)

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SPECIAL NOTES FOR YOU:

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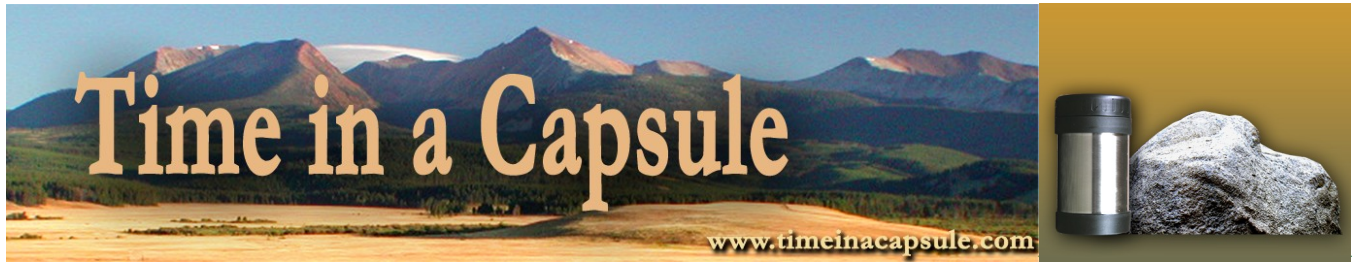
Duplicate Retrieval Folder

After returning from your Time Capsule Adventure you can photocopy all documents and photographs included in your original Retrieval Folder, and then give a complete duplicate data file to a trusted relative or friend for safe keeping.

This is an important step in the Time Capsule Adventure and will ensure the documentation of your capsule will never be lost or misplaced.

Remember also to document your Time Capsule at the International Time Capsule Society:

<http://crypt.oglethorpe.edu/international-time-capsule-society/register-your-time-capsule/>



The Time Capsule Adventure

For: _____

The materials inside this Retrieval Folder trace an unfinished adventure that was started with you in mind. In this packet you will find all the clues and data you need to locate and recover a Time Capsule with your name on it. Inside that capsule you'll discover items that were left especially for you.

But you'll have to find and uncover it first.

It's hidden under camouflage and waiting for you to retrieve it whenever you want. You can locate the exact position of its placement by using a GPS unit. More details and clues about your Time Capsule's placement will be found on the Data Sheet enclosed.

It's up to you to complete the circle of this adventure. Have a great time!

_____ Date: _____

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