



PROCEDURE FOR CONDUCTING FIELD TRIPS

Purpose: To ensure a safe, educational and fun field trip for members of the club.

Authority: The Bylaws of the Canon City Geology Club (hereafter CCGC) and motions enacted by the board.

1. **Scope:** This policy shall apply to any and all field trip hosted by CCGC.
2. **Policy:** Field trips shall be conducted in the manner described in this document. Any deviation from the procedure must be reviewed by the Field Trip Committee and approved in advance of the trip.
 - (a) Only current members with signed waivers are allowed on trips.
 - (b) The Policy applies to “quick trips” as well as lengthier excursions.
 - (c) Children are not allowed on visits to industrial sites (e.g. Holcim)
 - (d) Week day as well as week end trips will be offered throughout the year
 - (e) Dogs may only be taken if they are on leash the entire time. Some trips will not allow dogs on site.
 - (f) Field trip leaders are not paid a stipend.
 - (g) The trip leader will be the last car in and the last car out on the trip. They are to ensure that all participants arrive at and leave the area.
 - (h) Any confrontation with a participant must be witnessed by another member. It is advised that a board member be present.
 - (i) Field trips to the New Hope Amethyst Claim will only be offered to other clubs after they have hosted a trip for our members. This trip needs to be of comparable quality, duration and with the potential for collecting specimens. Distance to the site is to be within a two hour drive.
 - (j) Trips to special sites that are to be combined with another club must be approved by the trip leader prior to any notice sent out to the CCGC members. Members must be notified that this is a combined trip. On these trips, the CCGC trip leader will account for our members, ensuring all in, all out and rules obeyed.
3. **Procedure:** A trip leader will be identified as the primary coordinator of the event. This person shall ensure that all components of the trip are fulfilled. These components are defined in this document.
 - (a) **Preparation:**



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- Compose flyer for distribution to members – at least 3 weeks prior to date of trip (see FT flyer format)
- Arrange for the trip flyer to be sent to all members. In the flyer note the contact person with phone # and email address.
- Send a trip reminder one week prior to the event.
- Announce deadline for sign up when the flyer is sent out. This is usually one week prior to the event.
- **The contact person** will be responsible for all members that enrolled: Confirm that they are members and have signed a liability form. The membership person and the treasurer keep lists of current members and waiver status.
- Confirm with enrollees that they are on the list. Send this email out two days before the trip.
- Send out any pertinent details to those who signed up
- Establish lead car and back car. Note policy requirement for trip leader.
- Insure that the lead car driver has the gate signs, if needed.
- Instruct your lead and back car drivers in use of the gate signs. Property owners usually want gates left how you found them, but may instruct otherwise.
- Please use these established meeting places if possible, and dependent on trip destination:

Canon City: Walmart parking lot or East end lot at Home Depot

Florence: East 4th Street, behind the Pioneer Park pavilion

Cotopaxi: School parking lot

Penrose: Dirt parking lot south of the Gas Station on Hwy 115

(b) Day of Field Trip:

- Have the roster of people who have signed up.
- Members will sign in on the roster.



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- Have several clip boards and pens available
- Give general instructions and guidelines: see flyer handout. Notify participants that they are not allowed to return to site without permission, and be respectful of private property.
- Identify the lead car and back car to the attendees – general rule is to keep the car behind you in sight. If not there, pull over until you see them.
- Instruct participants what to do in emergency – establish a meeting place if evacuation is needed. Individuals must notify leader if they have to leave early.
- Advise that if car horns are sounded, all are to return to the cars.
- Leader is to count participants, make certain all members leave when trip is finished. Monitor behavior as needed.
- Advise parents/guardians that they are responsible for supervision of children they bring. If children misbehave, or are unsafe, parents will be asked to leave the trip.

(c) After the trip:

- Report on field trip at next meeting. Send photos to website coordinator and ask members to do same.
- Send thank you to property owner and trip leaders.