



## RIVERTON MINERAL and GEM SOCIETY

P.O. BOX 1904

RIVERTON, WYOMING 82501

Revised: March 26,

“Field Trip Procedures” to be used for all Field Trips, beginning in 2003.

\*\*\*\*\* **“Trip Leader” responsibilities:** \*\*\*\*\*

- 1) Know how to get to trip destination. Have contingency plan ... ie. Secondary Leader, in case you have a last minute problem. Detailed directions (to pass out to participants), with map, if possible. Supply Secondary “Trip Leader” with detailed directions to location.
- 2) Know what tools will be required for gathering specified item. Be prepared to communicate that information. This information should be included in the directions passed out to participants. Also any specialized items ... ie. Clothing, knee pads, gloves, whatever.
- 3) Have “Sign-In” sheet at departure location and insure that **all participants “SIGN IN”**. Participants should sign-in as individuals rather than a family or group.
- 4) Have a means of communicating with the “CONVOY” during travel to the site, such as two (2) way Radios (first and last vehicles), or scheduled stops to verify that all participants are accounted for. Leave no one at the collection site unless it has been planned. In that case, those staying at collection site or leaving early, assume all responsibilities.
- 5) At some time during the trip, the leader will gather all participants together for a “Group Photo”. A short article for the "Jade State News" would be appreciated.
- 6) **Insure that everyone has "Checked Out" before leaving the collection site.**

\*\*\*\*\* **Participants** \*\*\*\*\*

- 1) If you plan on going on a field trip, contact the “Trip Leader” with-in the week before the trip to “SIGN UP”. **Ask about the tools and/or specialized items you will need.**
- 2) It is **YOUR RESPONSIBILITY** to be sure you have the necessities, ie, water, food, clothing, spare tire, First Aid kit, the normal things that most people in Wyoming carry with them on outings such as a field trip. Be prepared for unexpected circumstances as much as possible! If you decide to stay at the collection site after everyone else has left, or you leave the collection site early, **YOU ASSUME ALL RESPONSIBILITIES** for your welfare. After "Checking Out" from the collection site, you are on your own getting home.
- 3) Notify the “Trip Leader” if you must change your plans.
- 4) Call the “Trip Leader” the night before the trip to verify the trip is still “ON” and to let the Leader know that you still plan to go.
- 5) Show up at the departure site **ON TIME** and **SIGN-IN**.
- 6) If you plan to remain at the collection site after the other participants have left, Notify the “Trip Leader” when you sign-in at the departure site. When you "Check Out", Note on sheet that you are "Remaining" at the site.

This procedure is to insure that all participants have a safe and enjoyable experience and none get left behind. This also makes it easier for a **Volunteer** “Trip Leader” to accomplish their objectives.