

WBA Field Trip Leader Check List

1. Create a short write-up for the G-num and website. Give your trip a "Difficulty Level" rating from 1 to 4.
2. Respond to any people wanting to sign up for the trip and create a list of those people, just a quick response letting them know they are on the list and would be given details as the time draws closer to the trip.
3. If practical, preview the trip to make sure roads are passable, note butterfly abundance, etc.
4. At the beginning of the week prior to the trip, email everyone on the list requesting final confirmations. Give out the meetup location/carpool site. Attach a map or screen shot if necessary.
5. Remind participants to bring lunch, water, sunscreen, hat, etc.
6. Give out your phone number for any emergencies or cancellations so you don't need to wait unnecessarily at a meeting location.
7. Prepare materials to bring: extra nets, Release of Liability from website, species list if you choose, etc.
8. Send a final confirmation the day before the actual Field Trip noting that the weather looks good and all is a "thumbs up".