

WBA Field Trip Leader Check List

First and foremost, thank you for volunteering your time and leading a trip for WBA. Below are suggestions that have been honed by many years of field trips.

1. Create a short description of your trip for the G-num and website. Give your trip a "Difficulty Level" rating from 1 to 4. It is also helpful to let people know if a parking pass is required.
2. If practical, preview the trip to make sure roads are passable, note butterfly abundance, etc.
3. Prior to the trip, email everyone on the list requesting final confirmations. Give out the location/carpool site for the meeting. Attach a map or screen shot if necessary. Remind the participants to bring lunch, water, sunscreen, hat, etc.
4. If you are comfortable doing so, give participants your phone number for any emergencies or cancellations so you don't need to wait unnecessarily at a meeting location.
5. Have participants sign the Release of Liability. It is on our website. If you choose, bring a species list, extra nets, etc.
6. Send final confirmation the day before the actual Field Trip noting that the weather looks good, and all is a "thumbs up".
7. Create a species list after the trip for all participants.
8. A short summary of the outing may be sent to Regina for publication in G'num. This would make her very happy!
9. Have fun!

Updated 2-18-2025