Western Carolina Botanical Club
Leader and Co-leader Guidelines

1. The field trip leader along with the co-leader, recorder and/or other persons should scout the designated trail during the week prior to the field trip.

2. The leader along with the co-leader is responsible for the identification of plants along the trail during the field trip, pointing out other interesting features, and giving some general facts about the area.

3. The leader will specify a co-leader or responsible person to handle logistics locally for trips when the leader is already at the distant trip site.

4. The leader will obtain directions to the field trip starting point.

5. During caravanning to the field trip starting point, all drivers should ensure that cars stay together always making sure the last car is still with the caravan.

6. At the starting point the leader will count participants and appoint a sweep.

7. The leader will instruct participants to stay between the leader and the sweep during the field trip. Participants who leave early must inform the leader or sweep.

8. Should the number of attendees be fairly large, the group may be divided at the leader’s discretion.

9. After the field trip, the leader should not leave the parking area until all cars are operating and all participants are accounted for. During trips that include car shuttles, participants should be instructed to wait by the cars until everyone is ready to leave.

10. The leader will consult with the co-leader regarding field trip cancellation. The leader will then notify the co-scheduler before 7:00 AM the day of the field trip to send the mass e-mail notification of the field trip cancellation. Note: No contact person will be at the scheduled meeting sites. Members need to check their e-mail.

11. In case of inclement weather members who do not have email should contact the field trip leader to verify that the field trip is cancelled.

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