

## **How To Run AAAS Pacific Division Field Trips**

Keep the Executive Director and the local meeting chairperson informed of your work. For certain operations, such as arranging transport and meals, they must be involved.

Announce the trip on the Division website as soon as the concept has been formed, with such information as the rough route and the approximate length of time involved. Normally these things are set about a year ahead, during the annual meeting prior to the one in which the trip will run. You can say plans are tentative if they are not firm.

By November, you will need to submit a paragraph length description of the trip for the January newsletter. The Executive Director needs to know enough details to make a plausible guess as to the cost, because that figure is on the registration form. The description also needs to note min/max limits on number of people. In this notice, mention any unusual features of the trip, such as high altitude, rough terrain or muddy hiking, that registrants must know before deciding to sign up. Other special requirements, such as specific types of clothing, specialized equipment (e.g. binoculars or a rock hammer) are also useful to publicize at this time. Please indicate the activity level for any out-of-vehicle activities (e.g. an easy hike, a 3 mile hike over difficult terrain, etc.).

In forecasting cost, the following must be estimated:

- Number of drivers and leaders needed. Leaders do not pay field trip fees but drivers sometimes do. For drivers, count the number of vans to be used.
- Number of pages of guidebooks or road logs to be used. If a book is being purchased for distribution (e.g. Mountain Press books), the price.
- How many days of box lunches are needed. Water or sodas in afternoon? Stopping for lunch at a Subway or similar place is an option but participants need to be warned to bring money to pay for their lunch. Restaurants are slower than box lunches but give more choice. Another option is to bring fixings and prepare sandwiches out of ice chests on the road.
- Type of transport used. Check state regulations, as sometimes a special driver's license is needed for larger vans and for buses, in which case you may need a commercial driver or smaller vans.
- Entrance fees to any state and national parks or other destinations.
- Lodging costs if overnights are planned. Look for reasonable priced places but not dumps. If two are the same and one has a free breakfast, take it.

A dry run a few weeks or months before the trip is highly desirable. Pay special attention to potential bathroom stops and also places where you can stop for lunch. Be alert for parking problems. If you are going to a museum or national or state park, write ahead to see if the fees can be waived or discounted. Build in extra time for the real trip to allow for stops to buy souvenirs, people slow at getting in and out of vans, picture-taking, chatty leaders, traffic, flat tires, and so on. Allow for one to two hours of lost time per day. You can write the road log after the dry run (a sample is available). The Division can foot reasonable costs of dry runs; check with the Executive Office in advance.

Vans need to be equipped with:

- Maps
- Cell phones and walkie-talkies
- Ice chests
- Guidebooks
- Stepstool (many participants are older folks or of short stature)
- First aid kit
- Water
- Window cleaning fluid and paper towels
- Lunches for each day

Remind participants to bring water, sunblock, hats, jackets, sunglasses, umbrella, etc.

Consider having a briefing about a multi-day trip the night before you leave. You can orient the audience to the sites, the science, and the logistics. At this time, double check with the Executive Office to confirm that lunch has been ordered!

The Executive Office will provide you with a list of participants. Make sure you have everyone in the van before you leave a stop. When the trip begins, do not wait for laggards too long; they may be no-shows.

Ask your drivers to check on any insurance complications on their personal policy. The division pays daily collision liability on the vehicles. You may need to fax copies of drivers' licenses to the rental company.

If you are going to a national park and have not had the fees waived, ask participants how many have Golden Age/Eagle passes. Entrance ranger may shave a few bucks off.

Leaders and drivers should know the voice mail box phone numbers of leaders or drivers in the other van(s) for leaving messages in case of emergency or becoming separated and not being able to be in touch by cell phone.

Keep receipts for entrance fees, gas, tolls, ice, etc. for reimbursement.

In ordering lunches, allow for a few vegetarian or even vegan boxes. Ask that mayonnaise be offered in packets, not spread on sandwiches. In buying drinks, include diet sodas, juices, and water as well as caffeine and no-caffeine sodas.

Please fill out the 2-page form which follows and return it to the Executive Director as soon as possible. Addresses are at the end of the form.



**AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE  
PACIFIC DIVISION**

Department of Biology, Southern Oregon University, Ashland, OR 97520  
541-552-6869 (v) 541-552-8457 (fax) aaaspd@sou.edu

Field Trip Information Sheet

Name of organizer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Meeting for which the field trip is planned: \_\_\_\_\_

Field trip title: \_\_\_\_\_

Suggested date(s) for trip: \_\_\_\_\_ Length of trip: \_\_\_\_\_

Departure time: \_\_\_\_\_ Return time: \_\_\_\_\_

Itinerary:

Materials provided:  Field Guide  Road Log  Other \_\_\_\_\_

Lunch (if appropriate) is:  provided  "on your own"

Transportation:  mini-van  15-passenger van  bus Drivers needed? If so, how many? \_\_\_\_

Admissions (park fees, museum entry costs, etc.):

Unusual features of trip (high altitude, muddy and/or rocky trails, 5 miles of hiking over moderate terrain, etc.):

Special clothing and/or specialized equipment needed/useful::

Other special requirements:

Description of trip for inclusion on web pages and in newsletter:

Please forward this information by 1 November to

Roger Christianson, Executive Director  
AAAS Pacific Division  
Southern Oregon University  
1250 Siskiyou Boulevard  
Ashland, OR 97520

E-mail is acceptable as long as all of the information is provided. You may also fax it to 541-552-8457.

2 October 2003