

United Field Ornithologists of Roswell (UFO-Roswell)

FIELD TRIP GUIDELINES

1. Field Trip Selection
 - a. Ideas for future field trips will be submitted to the UFO-Roswell meetings
 - b. Upon selection of a field trip, the following shall be determined
 - i. The Field Trip Coordinator
 - ii. The Field Trip Guide
 - iii. The minimum number of participants necessary for the Field trip
 - iv. The maximum number of participants for the trip (e.g., when special transportation such as a van will be used)
 - c. Some ideas not selected to be field trips may still be designated as UFO-Roswell "Projects"
 - i. A distinct coordinator/workgroup for shall be designated for each project;
 - ii. these projects will not be the responsibility of the Field Trip Committee
2. Field Trip Coordinator
 - a. Each selected field trip will have a designated Field Trip Coordinator
 - b. The Coordinator does should be a UFO-Roswell member
 - c. The FT Coordinator will be the contact for sign-up, scheduling and coordination of the field trip
 - d. The FT Coordinator will communicate changes (cancellations, scheduling, etc.) to participants who have signed up for the trip
 - e. The Field Trip Coordinator is responsible to obtain completed UFO-Roswell Field Trip Release Form from all participants prior to starting the trip. These forms shall be turned in to the Field Trip Committee Chair.
 - f. The FT Coordinator will report on the Field Trip at the following UFO-Roswell meeting
3. Field Trip Guide
 - a. When possible, a Guide will be designated for each field trip
 - b. The Guide does not have to be a UFO-Roswell member
 - c. The guide will not be responsible to field trip coordination or communication activities
4. Field Trip Participants
 - a. Are responsible to RSVP to the Field Trip Coordinator, including cancellations.
 - b. Complete a UFO-Roswell Field Trip Release Form no later than the beginning of the field trip
 - c. Responsible for appropriate clothing, gear, transportation to/from the starting point and appropriate field ornithological behavior/demeanor
 - d. Arrive at designated starting point on time