

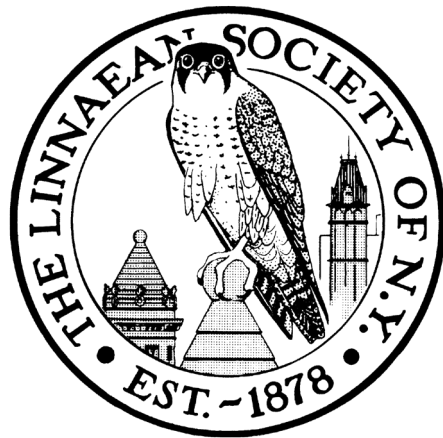


The
LINNAEAN SOCIETY

Of New York
PO Box 4121, New York, NY 10163-4121 ■ <http://linnaeannewyork.org>

FIELD TRIP REGISTRAR'S MANUAL

PUBLISHED 2017



FIELD TRIP REGISTRAR'S MANUAL

Contact the leader before registration opens to introduce yourself, to find out where and at what time the participants are to meet, and to get directions and an estimate of how long it will take to get there from Manhattan. Ask whether the number of participants is limited. Find out whether the leader needs a ride.

Registration usually opens on the Monday two weeks before the trip (earlier for extended trips). You will receive calls between 9 am and 9 pm or email messages; please reply as soon as you can. Serving as registrar involves arranging for transportation. Sometimes public transportation is possible, but if not, you need to match people able to drive with those who cannot. Find out whether the participant is willing to drive. Tell everyone what the ride charge will be and that the passenger should pay the driver at the start of the trip. Try to match drivers with passengers with convenience for both in mind (it's not first come, first served.) You may consider asking participants to join a rental car pool. If you get the information you need in the first call, you probably won't need to call people back more than once (see Telephone Information Form).

If there are not enough vehicles, try to find people who are willing to rent and drive a car; then you can assign others to that car; based on sharing costs (rental, gas and tolls) it should cost very little more than the ride charge. It is helpful for you, in arranging rental car pools, to know who can drive, so we suggest you ask people if they are licensed and can drive on the first call. Sometimes public transportation is possible.

By the Wednesday or Thursday prior to the trip you should call each participant to say where and when to meet the driver and where and when the group will meet for the field trip. Drivers will need directions—send them to the drivers as soon as you have them. Don't forget to ask the leader if he or she needs a ride! Trip leaders do not pay the ride charge—people in the car with the leader pay the leader's share.

Drivers (who take passengers) take precedence over everyone. Members take precedence over nonmembers.

You may tactfully ask the participants to please commit to the date. It is disruptive and irritating when trip participants, especially drivers, change their minds at the last minute.

We need a trip report. Please email it to the Field Trip committee.

The forms in this manual are for your convenience but you don't have to use them. We hope you will enjoy the experience—it takes some work but it can be rewarding and is very much appreciated.

Our sincere thanks for helping us with the Linnaean Society of New York's Field Trip Program,
Field Trip Committee

ASK THE FOLLOWING QUESTIONS

- Are you a member?
- Will you drive your own vehicle?
- If YES, how many others can you take?
- Where do they meet you? Registrar will call you before the trip with the names of the passengers.
- If NO, will you participate in a rental car pool?
- Are you licensed driver and would you be willing to rent and drive a car?

You may use the forms herein to record information from people who call about the trip.

OBTAIN THIS INFORMATION FROM EACH PARTICIPANT

- Date of call
- Name
- Telephone
- Cell
- Email
- Address

INFORMATION TO HAVE READY FOR PARTICIPANTS

- Trip Date:
- Leader:
- Meeting Time:
- Meeting Place:
- Ride Charge:
- Directions to Meeting Place (email or mail to drivers if complex).

WHAT TO BRING

- Lunch: Food and water
- Sturdy shoes
- Long Pants (tick protection)
- Insect Repellent
- Sun Block (hat)
- Participants need binoculars and or spotting scope and field guides.

Please do not give leader's telephone number or other contact information to participants.

Provide changes to dates or additional information to the field trip committee so it may be posted on the website at:

- *LSNY website:* <http://linnaeannewyork.org>
- *Facebook:* Linnaean Society of New York
- *Twitter:* @LinnaeanNY

TRIP REPORT

If you do not participate in the trip please ask a participant to assume responsibility for the trip report and please email in the report promptly after the trip to the Field Trip Committee. See examples of previous reports on <http://linnaeannewyork.org>

- Trip Locations (All Stops)
- Date of Trip
- Leader of Trip
- Weather (Briefly)
- Number of Participants
- Number of Vehicles
- Bird Species List, add number seen if significant and bold if it's a noteworthy species.

INFORMATION FOR THE FIELD TRIP COMMITTEE

Did the trip leave on time (within 15 minutes)? Were there any problems or unusual circumstances?

Provide changes to dates or additional information to the field trip committee so it may be posted on the website at <http://linnaeannewyork.org>, Facebook, and Twitter.

- *LSNY website:* <http://linnaeannewyork.org>
- *Facebook:* Linnaean Society of New York
- *Twitter:* @LinnaeanNY

— PARTICIPANT INFORMATION —

DATE OF CALL _____
NAME _____
TELEPHONE _____
CELL _____
EMAIL _____
ADDRESS _____

ARE YOU A MEMBER? _____

WILL YOU DRIVE YOUR OWN VEHICLE? _____

IF YES, HOW MANY OTHERS WOULD YOU
BE WILLING TO TAKE? _____

WHERE DO THEY MEET YOU? _____

IF NO, WILL YOU PARTICIPATE IN A RENTAL
CAR POOL? _____

ARE YOU A LICENSED DRIVER & WOULD
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