

**North American Butterfly Association (NABA)  
Eugene-Springfield Chapter**

**Field Trip Leader Guidelines**

NABA EUGENE-SPRINGFIELD would like to thank you for volunteering to share your expertise by leading a field trip. The following guidelines are NABA EUGENE-SPRINGFIELD policy adopted with the intent of making our field trips as safe and enjoyable as reasonably possible for everyone! Have a good trip!

## **I. Pre-trip Publicity**

The Trip Leader should provide information on the field trip to the Chapter President, who will forward it to the Webmaster. The following information is necessary:

1. Specify whether **pre-registration** with the trip leader is required. This helps group leaders plan, and also, some land management agencies, such as the Forest Service, limit group sizes. Twenty is the recommended maximum, 15 preferred.
2. If trail hiking is involved, include information on distance and difficulty of terrain.
3. Specify that participants should bring water, and if necessary, a lunch. In addition, encourage participants to bring close-focusing binoculars and cameras. Indicate if any special clothing is recommended.

## **II. Required forms**

The next two items are forms that must be signed and returned to the Chapter President.

1. Trip Leaders are required to sign and return the “NABA EUGENE-SPRINGFIELD Information for Field Trip Leaders Sheet” (attached) to the Chapter President before the day of the trip.
2. Each participant is required to sign a copy of the “NABA EUGENE-SPRINGFIELD Field Trip Waiver of Liability” and give to Trip Leader.

## **III. How to prepare**

1. Consider pre-registration for participants, and obtain the name and phone number of each registrant (in case you need to call participants back due to trip cancellation, etc.). If doing pre-registering, set a maximum group size, and then make a waiting list for additional names. Ask registrant to call back and cancel if they are not coming, and then start calling registrants on the waiting list. You can also tell people on the waiting list that

they can show up and “take their chances” that there will be no-shows (no guarantees!). If there is high pre-registration for the field trip, you can consider having a co-leader (but make sure to get the approval of the NABA EUGENE-SPRINGFIELD Chapter President for any co-leader.) In such cases, the group would split into 2 separate groups and space out along the trail 15 minutes or more between groups. Lastly, remind registrants to bring rain gear, warm clothing, food, water, and to get a Trail Park Permit (Northwest Forest Pass) if one is required at the destination site.

2. Participants should be strongly encouraged to meet at the rendezvous site. Trip leaders must make it clear to individuals that choose to meet the group at the trailhead, that if they are not at the trailhead on time, they will not be considered part of the trip and the group will not wait for them.
3. Be familiar with your site, particularly if there is steep or rough terrain. If there is, be sure to include that information in the publicity for the trip, and announce it at the rendezvous site.
4. Arrange all necessary access permission to public or private lands in advance of the trip.
5. Make a map with directions to help people find the site and have several copies for drivers.

#### **IV. What to bring**

1. A first aid kit.
2. Field ID Guides for Butterflies.
3. Detailed trail maps of the area being visited.
4. Extra binoculars if you have them and are willing to loan them to participants who don't have any.
5. A cell phone. Cell phones should be used for emergencies only, and be turned off except to make an emergency call. If you don't have one, ask if a participant at the rendezvous site can bring one along. Cell phones may not work in the mountains or remote areas, but they definitely can be useful in many places where there are no regular telephones.

#### **V. At the rendezvous site**

1. **Introduce NABA EUGENE-SPRINGFIELD** and our mission of promoting enjoyment and conservation of butterflies. Make it clear that collecting butterflies is not allowed on NABA Eugene-Springfield field trips. Have NABA registration forms available for people who may want to join.

2. **Have a round of self-introductions.** If there is a pre-registration list, check off who is in attendance, then re-check it at the end of the trip before leaving the field trip site to return home.
3. Go over the **agenda** for the day.
4. Have participants **read and sign release form** (Waiver of Liability and Indemnification Agreement). Allow them time to read it, and ask if they understand it and if they have any questions. **Inform participants that signing the form is mandatory for trip participation.** Collect forms.
5. Discuss general field trip rules, including:
  - a. Each participant needs to take full responsibility for their own medical needs.
  - b. That horseplay, roughhousing, shoving, contact sports, or other such activities are not appropriate on NABA field trips.
  - c. Participants should stay with the group at all times during the field trip.
6. Ask participants to let you know if they have to leave early, so you won't worry about them, and so they can match up with others for carpooling.
7. Announce that **transportation to the beginning of the trail head or field site is each person's own responsibility**, and not part of the NABA EUGENE-SPRINGFIELD-sponsored event, and that each person is responsible for making their own transportation arrangement. **Suggest** that:
  - they may want to consider carpooling with others, and give them time to organize it;
  - passengers make a contribution to carpool drivers for gas, and also for trail fees or parking passes if required.
8. Request that participants not use cell phones except for an emergency situation, and that cell phones be turned off unless needed for an emergency.
9. Go over **site location** and directions. Hand out maps to drivers. Ask drivers to get to know their passengers, and to look for them periodically in the group during the trip, and to be sure they have all of them in the car when they leave the field trip site for the return trip.

## **VI. At the field trip site**

1. Capturing butterflies with nets should be minimized, and used (in conjunction with glass or plastic display bottles) only for educational or identification purposes. Collecting butterflies is not allowed on NABA Eugene-Springfield trips. As much as possible, rely on identifying butterflies with binoculars and photographs.

2. Avoid picking plants unless absolutely necessary for educational purposes, and then, only by the leader. If necessary to pick, always pick the minimum amount.
3. Urge that the group stay together, with the leader in front. Adjust group speed to accommodate the slowest member. While speaking on trails, it may be advisable to be in the middle of the group while speaking, then move again to the front to lead. At trail junctions, be sure all members of the group are present.
4. Adhere to the advertised route as closely as possible -- do not vary if there is any objection from anyone in the group. Be sure not to push anyone beyond their desired limits. Often, one carload of folks with less endurance will want to leave early, so others may want to go longer and farther.
5. If there is a pre-registration list, re-check the list to be sure everyone is accounted for.

### **As the Trip Leader:**

I have read the NABA EUGENE-SPRINGFIELD Information Sheet for Trip Leaders, I understand the logic, and agree to abide!

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name