



## **SEGS Field Trip Committee Duties**

The SEGS Field Trip Committee is responsible to:

- conceptualize, organize, and implement at least two field trips, which usually require property access permission and limitations;
- draft a save-the-date for the website News page and Events calendar, and V.P. to email members;
- develop logistical plans including travel locations, directions, meet times, food/drinks, restroom access, P.P.E., lodging recommendations, specifics such as whether specimen collecting is allowed, and costs (to at least break even), preferably with pre-trip meeting for quarterly Executive committee meetings and technical presentation(s);
- coordinate room and AV logistics with host location (hotel or restaurant) and presenter(s);
- draft an SEGS trip-specific registration form and indemnification form to post on our website and have the V.P. email members, along with our standard Participant Guidelines, and venue indemnification form(s), if required, and add a PayPal button on the website for the trip - decide if minors are allowed and if cost is reduced for them;
- prepare a guidebook with unique cover, photos, technical papers, maps and trip log;
- develop presentation plans and presenters for the trip;
- draft post-trip thank you notes to venue(s) and facilitator(s) to email, post on the website, and possibly USPS mail;
- prepare and send letters for field trip attendees that need evidence for some State P.G. licensure continuing education credits; and
- draft a trip summary and post on Events page with photos in Gallery and Guidebook.