

Pikes Peak Chapter, Colorado Archaeological Society

Trip Leader Checklist

1. Announce potential field trips as soon as plans are made and as early in the year as possible. This will allow members to plan ahead and increase participation in field trips. Please don't wait until the month beforehand unless it is an unexpected last minute opportunity. The Chapter newsletter editor needs to be notified via email (by the 1st Wednesday of each month) when information becomes available or changes occur for each field trip.
2. As early as possible, create sign-up sheets. Should include space for participant's name(s), contact information (email or mailing address, and phone #) and any other specific information needed (i.e. lodging, camping, fees paid, etc.)
3. Soon after the sign-up sheets are created, gather names at General meetings, phone calls and/or emails (deadline and participant limit to be determined per trip).
4. Early in the planning stages, obtain any necessary permits &/or written permission to visit the intended sites. Arrange for any needed guides.
5. As soon as possible, present specific information to the membership at General meetings and to the Chapter newsletter editor (see #1 above).
 - Trip description
 - Proposed itinerary (including dates, mileage, expenses, need for reservations)
 - Description of physical requirements (estimated distance & difficulty of hiking)
 - Suggestions for lodging, camping & eating so individuals can make advance reservations
 - Potential need for 4-wheel drive vehicle, high clearance vehicles, etc.
6. At least a month ahead of time, if possible, distribute an itinerary & time table for those attending.
7. When most convenient, either prior to or on the field trip, distribute trip packets (if available). These may include the following:
 - Maps
 - History or background of area or sites to be visited
 - History or background of the surrounding area
 - Possible side trips
 - Appropriate check list for participants
8. Prior to start of trip, obtain from all participants:
 - Signed Liability Release forms
 - Any advance fees
9. Soon after trip completion:
 - Provide to Field Trip Committee Chairperson:
 - Names of all participants
 - All signed Liability Release forms
 - Report of any reimbursable expenses
 - Report of any fees collected
 - Provide verbal trip report at next General meeting and email a written report for publication in Chapter newsletter (see # 1 above)
10. Reference PPC/CAS Field Trip Policies & Procedures – Specific Information for Trip Leaders, adopted March 11, 2007, for additional guidelines.