

Pikes Peak Chapter, Colorado Archaeological Society

Field Trip Policies and Procedures

Specific Information for Trip Leaders

Approved by the PPC/CAS Board of Directors March 5, 2014

The purpose of PPC/CAS field trips is to explore archaeological and historical sites, learn more about and appreciate the cultural aspects of these sites, and share experiences with each other. PPC/CAS field trips are not open to the general public. All current paid PPC/CAS members are welcome and encouraged to participate in field trips with a few exceptions. The Trip Leader and/or the PPC/CAS Board may disallow members to participate due to previous behaviors on field trips or trip specific physical inability.

1. **Trip Leader Authority:** The Trip Leader has final say before and during the trip. The safety of the group must always be the first priority.
2. **Leadership:** Ideally, PPC/CAS will have a Field Trip Chairperson heading a Field Trip Committee. At minimum, the chapter may have only a Field Trip Chairperson. Typically, Field Trip Committee members will plan and coordinate field trip activities. In addition, any chapter member may organize and lead a trip to any place he or she feels would be of interest to chapter members. However, that chapter member must first discuss the field trip idea with the Field Trip Chairperson (and the committee, if necessary). The Field Trip Chairperson (or the committee as a whole) will ensure the field trip doesn't conflict with other PPC/CAS or state-level CAS activities and will give permission to the chapter member to move forward with necessary logistics. The Field Trip Committee will help Trip Leaders schedule, announce, budget, and organize the activity as necessary.
3. **Announcing field trips to PPC/CAS members:** Trip Leaders should make available general information about the trip to members as early as possible via the chapter newsletter, announcements at chapter meetings, and/or email distributions. Information should include a trip description, dates, itinerary, known costs, additional potential costs, special requirements such as four-wheel drive vehicles, a description of physical requirements (such as estimated distance and hiking difficulty), and other information as appropriate. The Field Trip Committee will help the Trip Leader prepare and publicize the information to members as necessary.
4. **Leading the field trips:** Generally, the Trip Leader is responsible for leading the field trip or for arranging with a guide to lead the trip. Sites located on state and federal property, such as national parks and monuments, typically offer scheduled guided tours or offer maps for self-guided tours. In such cases, the Trip Leader should provide tour times or other appropriate details in the trip packet or itinerary, if possible. Field trips range from guided discussions in museums to strenuous backpack trips. As a general rule, the Trip Leader must make announcements to participants and clarify expectations *before* beginning the activity. For example, it may or may not be necessary for the group to stay together, hazards may exist, or the guide may have a special request.
5. **Collecting forms and fees:** The Trip Leader is responsible for obtaining Pikes Peak Chapter/ Colorado Archaeological Society Release, Waiver and Indemnity Agreement forms and trip fees from every participant prior to leaving the initial assembly point. The Trip Leader must forward all registration fees collected to the chapter treasurer as soon as possible.

6. **Planning:** The Trip Leader must obtain any necessary permits and permissions to visit the intended site. This includes specific permission from private landowners, permits as necessary from governmental agencies, and arranging for any guides needed. The Trip Leader is responsible for planning an itinerary, announcing field trips, and distributing information to participants. Trip Leaders are encouraged to create some type of project activity outline listing details and due dates. There may be occasions when a trip opportunity arises on short notice. In such cases, the Trip Leader will do the best he or she can to get information to the chapter members.
7. **Trip expenses and reimbursement:** Trip Leaders may be reimbursed for up to \$50 in out-of-pocket expenses associated with planning the trip without prior PPC/CAS Board of Directors' approval. These expenses may include charges for long-distance phone use, making copies, etc. The reimbursement will not include any expenses that other participants would incur such as fuel, campground/motels, meals, entrance fees, etc. If an inspection trip is required before the field trip, the Trip Leader must receive permission for reimbursement of expected expenses *prior* to the inspection trip. Trip Leaders must submit all reimbursement requests and receipts to the Field Trip Chairperson for review. The Field Trip Chairperson will present the inspection trip reimbursement requests to the PPC/CAS Board of Directors for approval.
8. **Trip registration:** Advance registration is almost always required. Many field trips are limited as to the number of people who may participate due to land-owner requests, logistical considerations, and other reasons. Advance registration gives the Trip Leader an idea of how many people plan to attend the field trip. The Trip Leader can then determine whether there is sufficient interest to hold the trip and, if so, the number of information packets to prepare. Advance registration ensures Trip Leaders have the necessary contact information to notify participants of any last-minute changes or cancellations due to weather or other circumstances. The Trip Leader has the authority to open the field trip to current paid members of other CAS chapter as long as current paid PPC chapter members have the first opportunity to sign up. Guests, non-paid PPC or other non-paid CAS members are not allowed, except at the discretion of the Trip Leader.
9. **Trip packets:** A formal trip packet may or may not be appropriate for any specific field trip. If packets are appropriate and if time allows, the Trip Leader may prepare and distribute information packets (via mail, email, at general meetings, etc.). Information should include specific details regarding the site location, itinerary, costs, and pertinent contact information. Trip packets should include the Pikes Peak Chapter/Colorado Archaeological Society Release, Waiver and Indemnity Agreement form. The Trip Leader needs to fill in the date and the blanks describing the trip (location, property owners, activities, etc.) before giving the forms to the participants. Trip packets may also include maps, history or background of the area or sites, possible side trips, suggestions for lodging, camping, and restaurants. The packet should include information on specific risks and physical demands (describe level of difficulty) as well as suggestions for the equipment and supplies participants should bring. If the Trip Leader doesn't prepare a trip packet, key information should be included in the chapter newsletter, if time allows.
10. **After-trip reports:** After the trip, the Trip Leader must provide to the Field Trip Chairperson all the Pikes Peak Chapter/Colorado Archaeological Society Release, Waiver and Indemnity Agreement forms, a list of participants, and a financial report including fees collected and reimbursable expenses incurred. Any trip irregularities or participant misbehaviors are to be reported to the PPC/CAS Board to determine appropriate consequences and action to take. Trip Leaders should write a brief trip report for the chapter newsletter and/or present a brief report at the chapter's subsequent general meeting. The Trip Leader may ask a chapter member who participated in the field trip to present these reports.