

Riverton Mineral & Gem Society Inc. Trip Leader Responsibilities

1. Know how to get to trip destination. Have contingency plan, i.e., secondary leader in case you have a last-minute problem. Detailed directions (to pass out to participants) with map, if possible. Supply secondary Field Trip Leader with detailed directions to location(s).

2. Know what tools will be required for gathering specified item(s). Be prepared to communicate that information. This information should be included in the directions passed out to participants. Also, any specialized items such as clothing, knee pads, gloves, or equipment should be noted.

3. Have a Sign-In sheet (and waiver document) at the departure location and insure that ALL PARTICPANTS read the waiver document and sign in. Participants should sign in as individuals rather than as a family or group.

4. Have a means of communicating with the CONVOY during travel to the site, such as two-way radios (first and last vehicles) or schedule stops to verify that all participants are accounted for. Leave no one at the collection site unless it has been planned in advance. In that case, *those staying at the collection site or leaving early assume all responsibility.*

5. At some time during the trip, the leader will gather all participants together for a a group photo. A short article for the RMGS website and Jade State News would be appreciated.