



## GWINETT MASTER GARDNERS ASSOCIATION COMMITTEE RESPONSIBILITIES AND PROCEDURES

### Standing Committee: **Field Trips**

**Purpose:** Provide educational field trips to foster the GCMGA mission to expand knowledge, enhance enjoyment of gardening and related activities, and provide an opportunity for members to meet and share information with others who have similar horticultural interests.

#### **Responsibilities:**

1. Identify opportunities and make arrangements for field trips that have an educational component.
2. Provide information to the President and Webmaster for announcements and posting website calendar.
3. Attend General Board Meetings and provide Committee Report.
4. At conclusion of current year, transfer information to incoming Field Trips Committee Chair and provide guidance as needed.

#### **Procedures:**

1. Provide field trip suggestions to the Executive Committee for approval.
2. Set up separate email address for field trips.
3. Make arrangements for field trips.
  - a. Contact site and arrange for tour guide if needed.
  - b. Determine cost, collect fees, and submit payment if required by venue. Fees are non-refundable. Submit unused funds to GCMGA Treasurer.
  - c. Collect non-member fee, in addition to trip cost, and submit to GCMGA Treasurer
  - d. Provide information for release to members (sample attached) through GCMGA website and email.
  - e. Accept reservations and confirm receipt of reservations to participants.
  - f. Provide contacts to members (on request) for carpool groups.
  - g. Send out "last call" notice approximately one week in advance of field trip date.
  - h. Send email reminder to reservation list and provide day-of-event contact phone number.
  - i. Request County Van if applicable and provide passenger list to County Representative.
  - j. Inform venue of number of attendees (if needed).
  - k. Arrange for field trip event pictures.
  - l. Notify participants of event cancellation/reschedule date if necessary.
4. Day of event
  - a. Greet participants and event hosts.
  - b. Ensure guests sign GCMGA Liability Waiver (available on our website).
  - c. Make payment to venue/tour guide if not submitted in advance.
  - d. Arrange for group photo if possible.
  - e. Ask participants to assist in any cleanup, etc.
  - f. Thank hosts and participants.

5. Follow-up

- a. Submit funds collected over and above cost of tour to GCMGA Treasurer.
- b. Send thank you email or phone call to event host and/or tour guide.
- c. Maintained signed GCMGA Liability Waiver form in files.
- d. Submit pictures of trip to GCMGA Historian.
- e. Request an attendee to submit an article on the trip to the webmaster.

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**Amended:**