

Check-in, Check-out procedure

Each volunteer needs to check-in with someone prior to leaving for the field. That person may be a friend, relative, neighbor, or another club member. The volunteer needs to inform the person of:

- where the volunteer is starting and going, including specific parking lots and if they plan to visit multiple locations
- what vehicle they will be driving – make, model, color, license plate number
- cell phone number and cell phone provider
- what section of trail they will work on, e.g. direction from the parking, the intended turnaround point or loop.
- If they plan to leave the designated trail, e.g. to check a side trail, campsites, etc.
- intended time of return.
- contact information for any additional people in the group.

Prior to leaving, the volunteer should assess that they have:

- adequate water
- food
- rain gear
- appropriate clothing for the potential weather conditions
- first aid kit
- personal protective equipment based on the task

Check-in on return. Check-in person should know that they need to verify the person has actually returned. If necessary contact others in group. Call 911 (or emergency dispatch 866-677-6677 if not local to volunteer), if the volunteer has not returned by the designated time.