# Field Trip Leader Checklist

## On-site pre-trip
- ☐ Check participants for suitable footwear/clothing, sun-screen, and insect repellent as needed.

## Pre-trip introduction
- ☐ Start the introduction between 3-5 minutes after the scheduled start time.
- ☐ Introduce yourself and other leaders (if the group is small, attendees can introduce themselves).
- ☐ Announce hand-out materials and sign-up sheets.
- ☐ Explain that there will be a brief introduction, but plenty of time during the hike for questions.
- ☐ Give a brief introduction to prairies/savannas – what is a prairie; what is their value; what is TPE.
- ☐ Give a brief introduction to the site – community type; protection status; how it became protected.

## Before beginning the hike (reorder these to best fit the trip):
- ☐ Ask for any quick questions.
- ☐ Ask if any hikers have medical issues which you should be aware of.
- ☐ Ask if any hikers do not want to be photographed (use standard photography notice, if appropriate).
- ☐ Announce restroom facilities that might be available.
- ☐ State the approximate hike length (time and distance) and difficulty.
- ☐ Mention upcoming TPE trips/events.
- ☐ Encourage carpooling if traveling from meeting place to site.
- ☐ Take a head-count prior to starting the hike.

## Begin Hike
- ☐ Keep the group together as much as possible. If possible, have a co-leader stay at back of group.
- ☐ Set a good example by not trampling vegetation or disturbing wildlife.
- ☐ Stop periodically at various locations with something to point out.
- ☐ Focus on what is there, but also point out things that are there other times of the year.
- ☐ Make sure conversations are at suitable knowledge levels.
- ☐ Try to engage with each attendee at some point during the hike.

## Conversation topics:
- ☐ Flora ID
- ☐ Fauna ID
- ☐ Special traits of flora
- ☐ Role of fire and grazing in prairie plant communities
- ☐ Management techniques
- ☐ How prairies were lost
- ☐ Role of soil types in prairies

## End hike
- ☐ End the trip on time.
- ☐ Take a head count to be sure all attendees are still with the group.
- ☐ Give a concise conclusion and review highlights.
- ☐ Ask for quick questions.
- ☐ Thank participants for coming!
- ☐ Stay around for additional conversation.

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