



F_{ield}

E_{cology}

W_{eekend}

**Procedure
Handbook**

Procedure Manual

Thank you to all involved in the creation of this manual:

- *Lucinda Mittleman (Designed templates of forms used for FEW)*
- *Don Murchie* • *Karin Benson* • *Sally Reinman*
- *Hashi Clark* • *Keith Farrar*

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- Addendum to this manual is the “Topic / Presenter” list that will be revised annually after each event, and as needed throughout the year.

The purpose of this manual

This manual is designed to give the FEW committee chair and committee members a guide to follow in an effort to produce the event effectively and consistently.

While past committee members are normally a useful resource, this guide is designed to minimize the need to depend on past members for information. Hopefully most, if not all, of a new committee’s questions are answered on the pages within, saving valuable time and leading to the efficient production of a successful event.

Additionally, this manual provides checklists to serve as a memory jogger, as even the most seasoned committee member will tend to forget some of the small details that help the event continue to be successful.

About the Event

From Don Murchie

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Topanga Canyon Docents “Field Ecology Weekend” is an annual two-day outdoor workshop, usually in April, sometimes in late March. It is based at the group campground at Malibu Creek State Park. Presentations cover a wide range of subjects from basic botany to mammal behavior, fire ecology, invasive plants, herpetology, stream ecology, entomology (insects and arachnids), weather & climate, ornithology (birds), Native American culture (paleontology and native crafts), mammal tracking, geology, primitive skills and more. Classes are held at picnic tables in the campground (an oak grove), and/or location walks in the park. Most presenters are faculty members from area colleges and universities.

The weekend event is a campout: Attendees are welcome to sleep in tents, under the oaks. (beginning at 3PM Friday evening prior to the event, through the Monday at noon after the event)

Some attendees will sleep in camper vehicles in the group site parking lot (RV owners must make separate arrangements with the Malibu Creek SP campsite as no RV's are allowed in the group campground parking lot). Some attendees will elect to simply drive to the event each day and return home to campout in their own bedroom. Saturday dinner has traditionally been a “pot-luck”, however, starting with the 2022 event, this aspect has been put on hold due to Covid considerations. After Saturday's dinner, a campfire program with one presenter is traditional. Check campfire restrictions regarding having an actual campfire during the evening program.

An average of 50 individuals attend the event during the weekend, with as few as 25 and as many as 70 attending in the past. Parking at the group campsite is somewhat limited, so we shoot for an average of 50 attending.

The event is run by committee (committee chair and members) made up of either a mix of Topanga Canyon Docents and Malibu Creek Docents or simply by Topanga Canyon Docents. If there is a balance of both organizations running the program, then profits (if any) or losses are split between the two docent organizations. If the event is run entirely by Topanga Canyon Docents, profit/losses are not split and are strictly ownership of Topanga Canyon Docents.

Objective of the Event

Simply stated: “This event is to educate the educators”. To train Docents how to educate the public about nature and our parks. Docents provide a wealth of knowledge to the general public as well as school groups. FEW is a continuing education program for Docents. The better Docents are able to educate the public, the more interesting a place our parks become. The people that grow to love these places are the same people that will protect these places and keep them “wild” and free of development.

Additionally the event will foster camaraderie between different Docent organizations. While primarily an event for Topanga Canyon and Malibu Creek Docents, several other Docent organizations are invited to attend the program.

The FEW Committee

The committee should be formed from volunteers as indicated below. This should be done sometime in July of the year prior to the event (which is normally held in April). Forming the committee in July allows enough time to get all aspects of the event taken care of on a timeline that is comfortable to all concerned, as well as the ability to secure presenters long in advance of the event.

The committee that produces the event is made up from the following:

- Committee Chair - A two year term is standard with the ability to chair for more years if desired. This allows subsequent years to run effectively. Ideally, this person should be a Topanga Canyon Docent, however, a Malibu Creek Docent can take this position.* After chairing for two or more years, the committee chair can transition to a committee member if he/she desires. This can help keep the continuity by assisting the new committee chair during their first year.
- Committee Member #1 - A Topanga Canyon Docent - A one to two year term as a committee member transitioning to committee chair once the current chair steps down.
- Committee Member #2 - A Malibu Creek or Topanga Canyon Docent (preferably a Malibu Creek Docent). Since the FEW event is mostly attended by Topanga Canyon and Malibu Creek Docents, it is desirable to have a Malibu Creek Docent on the committee.
- Committee Member #3 - An optional committee member from either organization that is interested in helping with the event. This person is also welcome to transition to committee chair.

*A Topanga Canyon Docent is preferred as committee chair for two reasons. First, Topanga Canyon Docents created and have taken the lead on this event since its inception, it is technically a Topanga Canyon Docents event. Second, Malibu Creek Docents have their own similar program called “Continuing Education” that bring in presenters three times a year as a free training to all Malibu Creek Docents (it is their version of FEW). Simply stated: “FEW is a production of Topanga Canyon Docents with support from Malibu Creek Docents”.

NOTE: The committee chair, and/or, the committee members should be willing to overnight and camp-out with the rest of the attendees that are camping at the program. For safety reasons, the committee chair or committee member should be a contact point for any emergency situations that occur during the entire event. ALL ATTENDEES should know to first call 911 for any life-threatening emergency as well as having, on hand, the phone number for Surcom (the park ranger dispatch).

Only committee members should have the phone contact for park maintenance in case of water leaks, clogged toilets or need of bathroom supplies such as toilet paper. Committee members should encourage all attendees to keep the common areas clean of litter and make sure there are extra trash bags available if the ones supplied by park maintenance become full.

The duties to be split among committee members are shown on the next page.

The FEW Committee (continued)

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Duties of the committee:

- Committee chair oversees communication with all committee members. Arrange committee meetings (in person or on-line), making sure all the T's are crossed and all the I's dotted. Coordinates with the park liaison to schedule the campground and conference room.
- Design of all forms needed for the program (forms shown later in this manual). This committee member can use any design program of his/her liking provided the program can create PDF's of the forms designed. PDF's are used for all marketing pieces, registration forms, waivers as well as other pieces of information we may send to attendees.
- Presenter liaison, contact and communication: This is best done by one person, however, presenter suggestions involve all committee members and can involve all docents from both organizations via a request for any presenters they have seen that might be good for FEW. In charge of all presenter communication, scheduling, presenter parking passes, requesting presenter payments, distributing presenter checks or gift cards at the event. Collecting presenter bio's. Reading or find someone to read the presenter bio's at the event.
- Schedule of the event: This should be done by the committee and then turned over to the same person contacting the presenters. This will avoid any confusion over what time slot the presenter fits into. The schedule can also be modified as necessary by the person scheduling the presenters.
- Attendee Communication: Sending out Save the Date (AKA Announcement), registration forms, waivers and other communication with attendees. Typically we send the initial Save the Date and Registration forms to the person at each organization who is in charge of email distribution to the general docent membership. Once we receive RSVP's from attendees, we deal directly with the attendees via the information provided on their registration form.
- Registration/Accounting/Parking Passes: Receiving the registration forms and waivers from attendees. Emailing parking passes to attendees once payment is received. Keeping a spreadsheet of attendees and their payments. Coordinating with the treasurer (who will receive the attendee checks and write the presenter checks). Making sure your accounting matches up with the treasurer's accounting. Working with the treasurer after the event to split the profits/losses.
- Volunteer coordinator: Getting volunteer assignments filled by attendees and coordinating with the volunteers so they understand their duties at the event. List of volunteer duties are found later in this manual. Oversee volunteers at the event.
- Event coordinator: Put out the direction signs Friday of the event, reserve parking spaces for presenters to unload/load their vehicles, set up registration table, be the main emergency contact at the event, work with the volunteer coordinator at the event. Campout at the event from Friday evening through Monday noon (this duty can be split). Have on hand the key and alarm code for the conference room, and the phone number for park maintenance.

An example of committee duties:

Keith Farrar- Committee chair:

- Work on FEW manual for future committee chair and members
- Secure presenters that will fill the objectives of FEW “To train the trainers”
- Communicate with presenters
- Collect presenter’s Bio’s
- Distribute Presenter Parking Passes
- Collect any presenter PDF handouts for the programs and forward to attendees
- Create the event schedule (work with Karin)
- Double check with presenters a day or two prior to the event.
- Set up committee meetings (in person or virtual)
- Help coordinate committee member duties
- Part of the set-up / clean-up crew
- Standby emergency presenter
- First Aid contact at the event
- Liaison to the MC Board
- Contact with Park Maintenance (if issues arise)
- Keeper of the conference room (rain alternative) key and alarm code

Karin Benson - Committee member:

- FEW liaison to the Topanga Canyon Docents Board
- Schedule for the event (work with Keith)
- Suggest and communicate with some of the presenters she is familiar with
- Other presenter suggestions
- Vital committee “sounding-board” (Karin has the most experience with FEW)
- Part of the set-up / clean-up crew

Sally Reinman - Committee Member:

- Presenter Directory (list of past and current presenters sorted by topic)
- Presenter Suggestions
- Help to secure presenters
- Receive registration forms, checks & waivers
- Send attendee parking passes via email once their check is received
- Attendee spreadsheet (for accountant and registration table)
- Communicate with accountant - Mail checks every couple of weeks / share spreadsheet to match up accounting for the event.
- Request presenter checks (2 weeks prior to the event)
- Survey of FEW attendees (after the 2023 event) regarding the programs they attended and programs they might like to see at future events.
- Part of the set-up / clean-up crew

Hashi Clark - Committee Member:

- Refine/create all the forms that go along with FEW
- Possibly work out what graphics program might work best for future committees
- Presenter Suggestions
- Help to secure presenters
- Nature Journaling Program at FEW
- Part of the set-up / clean-up crew

Open assignments (need to assign to a committee member):

- Volunteer coordinator / assignments

General Timeline to Produce the Event **6**

Since we all have different ways of organizing our work, the following is just an example, of how to go about creating a timeline checklist to make sure you stay on track with the production of FEW.

July:

- ☐ Choose FEW Chair and Committee members:

Chair: _____

Duties: _____ / _____ / _____ / _____
_____ / _____ / _____ / _____
_____ / _____ / _____ / _____

Member: _____

Duties: _____ / _____ / _____ / _____
_____ / _____ / _____ / _____
_____ / _____ / _____ / _____

Member: _____

Duties: _____ / _____ / _____ / _____
_____ / _____ / _____ / _____
_____ / _____ / _____ / _____

Member: (optional) _____

Duties: _____ / _____ / _____ / _____
_____ / _____ / _____ / _____
_____ / _____ / _____ / _____

- ☐ Determine date for FEW (work with Karin Benson on this) DATE: _____

- ☐ Campground reservation made (Friday prior to Monday after).

August:

- ☐ Notify TC Board, MC Board and Advisors of Dates.

- ☐ Committee should decide what topics they would like to cover at the event.

*Input from committee members as to presentations they may have seen elsewhere that may be a good topic for FEW.

- ☐ Check equipment and supplies. Make a list of what is needed.

September:

- ☐ Based on the topics to be covered, develop a list of potential presenters.

- ☐ Develop a schedule for the event weekend.

CONTINUED

October:

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- ☐ Begin to solicit potential presenters (the presenter list with contact information should be kept as a separate spreadsheet). Ask presenters about their availability and their date/time preferences, based on openings in the event schedule.

November:

- ☐ Refine & Update all forms needed for the event.
- ☐ Continue to look for presenters to fill open slots in the schedule.

December:

- ☐ Start confirming presenters. Request presenter Bio's to be read at the event.
- ☐ Check with each presenter for any particular needs (remember there is no electricity at the group campground for any AV/Technical stuff).
- ☐ Reserve the conference room at MCSP as a "Rain" alternative location.
The conference room only needs to be reserved for the Saturday and Sunday of the event, no need for Friday or Monday.

January:

- ☐ Continue to look for presenters to fill open slots in the schedule.
- ☐ Send out "Save the Date" announcements to Topanga Canyon Docents, Malibu Creek Docents and the RCD.
- ☐ Publish FEW dates in Docent newsletters and discuss the event at docent meetings.

February:

- ☐ Send out registration form, waiver and schedule to the Docents (TC, MC, RCD) via email PDF's. Include the mailing address of the committee member collecting the checks. An RSVP deadline, including payment should be set 2-weeks prior to the event.
- ☐ When each registration form, waiver and payment is received, a confirmation email along with a personalized parking/entry permit should be sent as verification of receipt of payment and paperwork.
- ☐ Send the program schedule to the presenters
- ☐ Request from presenters, any PDF handouts that go along with their program, these PDF's will be emailed to attendees for them to print out if they will be attending that particular program.

CONTINUED

March:

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- ☐ As “holes” develop in the presenter schedule, look for replacement presenters.
- ☐ Check equipment and supplies. Make a list of what is needed.
- ☐ Verify presenters have their schedules, parking permits and information on where to park and what assistance they might need to move their gear to the event area. Make sure to have presenter Bio’s and any PDF handouts that go along with their program. Forward the PDF’s to the registered attendees.
- ☐ Request presenter checks from the treasurer. Checks mailed to the committee member that will be handing out checks, normally the same person that has been in contact with the presenters and is the person reading the Bio’s at the event.
- ☐ Last call for attendees. If attendance is low, reach out to other Docent and organizations as well as NPS volunteers and MRCA volunteers.

March / April:

- ☐ Approximately two weeks prior to the event, request volunteers to fill the volunteer positions listed later in this manual.
- ☐ For the week prior to the event as well as event set-up, see the detailed information in this manual starting on page 26.

May

- ☐ Send out Thank-You’s to the presenters (email or personalized cards).
- ☐ Decisions on committee members that would like to remain on the committee, chair the committee and solicit additional committee members to fill voids.
- ☐ Finalize accounting. If both Topanga Canyon and Malibu Creek Docents have been involved in producing the event, split the profits/losses between the organizations. If only Topanga Canyon Docents have run the event, even though the event is held at the Malibu Creek Group Campground, the funds belong exclusively to Topanga Canyon Docents.
- ☐ See “after the event” details in this manual, page 32, to cover the exact details of what to do after the event end.

Event Location / Date Selection

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For the last several years, FEW has been held at the group campground at Malibu Creek State Park. This is a State Park and belongs to the public. The group campground is not property of Malibu Creek Docents or any person or organization individually, meaning this site belongs to Topanga Canyon Docents as much as it belongs to Malibu Creek Docents...It is a State park and both organizations are State park volunteers.

Securing the campground is done through the park liaison, currently Brian Hisel (Brian.Hisel@parks.ca.gov). Brian is able to secure the group campground approximately 9-10 months out.

Also needed is to secure the Conference room at Malibu Creek State Park. The conference room is only able to be reserved for the April event around the end of December. The conference room is needed in case of rain. Although heavy rain will cancel the event, light or unexpected rain will not. The ability to move the presenters indoors will allow the event to continue, though somewhat limited, in rain conditions.

Once the committee is formed in July, the event date will be selected. Once the event dates and alternate dates are selected, contact the park liaison and have them secure the date, or alternate for the event.

Selecting a Date for the FEW Event:

- Traditionally the event is held in April, usually the beginning of April, although any weekend in April is normally fine. Too early in the month could see rain, too late in the month could see hot days.
- It is best to avoid any date close to “Tax Day”, around April 15th.
- Earth Day is a relatively new event that involves much of the Santa Monica Mountains volunteers, for that reason, it is best to avoid the weekend of Earth Day.
- Karin Benson has been instrumental in helping to select a good weekend for the FEW event. While Karin may or may not directly join future committees, she is an excellent resource with a wealth of knowledge and experience with the FEW event. Karin also oversees the storage of all the cooking/camping supplies used at the event. Consumables such as firewood, charcoal, coffee, tea, presenter drinks/snacks and such, need to be purchased fresh each year.
- Other Docents with extensive knowledge of FEW, that can also be used as “sounding boards”: Don Murchie, Patricia Hill, Lucinda Mittleman, Doug Allan, Wakako Rollinger.

Selecting Topics / Presenters

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Starting with the “2023” FEW event, a list of topics to be considered for FEW classes has been created and is an addendum to this procedure manual. Use this addendum to help with selection of topics and presenters. Keep this addendum updated after each event by adding new topics/presenters as well as removing presenters (not the topic) that are no longer available to present.

Topics can be added to the list as FEW committee members discover topics of value to the event. Same with presenters, if a presenter is discovered that can fulfill an existing topic, or possibly create a new topic of interest, they should be added to the list.

Under each topic, a list of past presenters that have taught the topic, as well as the years they have taught at FEW is indicated.

This format of selecting topics and then selecting presenters to be contacted from the list will make the process of finding presenters much easier.

Some presenters may be listed in more than one category, for example, Rob Remedi who teaches mammal tracking can also teach Acorn Processing and Primitive Skills.

One of the first orders of business after forming a committee is to bounce topic ideas around and create a list of topics for the event (**example below**). Use the topic/presenter addendum to help aid you with the start of this process. Of course, new topics that involve current happenings (a bobcat study or the wildlife crossing are some examples) should be considered. Also, consider presentations that committee members may have seen as they attend programs put on by NPS, State Parks, Calif. Native Plant Society and other organizations that provide “nature” education. Our goal when selecting topics/presenters is to “educate the educators”, provide docents with information they can relay to park visitors as well as a “foundation” upon which docents can expand their knowledge.

Presenters can have “last minute” emergencies, so, if possible, have a couple of stand-by presenters available to cover any slots that open up last minute. This is best accomplished using committee members or attendees that are able to provide a program on very short notice.

-
- | | |
|---|--|
| <ul style="list-style-type: none">•Craft Workshop - Peter Rice•Animal Track & Sign - Rob Remedi / Jim Lowery•Guide to doing a public walk - Dean Arnold•Geology of the Santa Monica Mountains•Healing with Medicinal Plants of the West•Nature Journaling•Botany Basics•Wildflower Walk•Bird Walk•Native American Talk - Craig Torres•The Art of Seeing Nature - Suzanne Guldemann•Entomology (insects of the SMM) - Trisha Nichols•Bobcat Monitoring Study•Animals of the night•Mountain Lions & Bobcats | <ul style="list-style-type: none">•Mammal Colorization - Miroslava Munguia (NPS)•Nature Interaction (web of life, keystone species)•Raptors•Rock Art of the Santa Monica Mountains•Interpretation•Reptiles of the SMM - Sharon Shingai•Chaparral....Effects of the drought. - Bill Selby•Post Fire Recovery |
| | <p><u>Standby “emergency” presenters</u></p> <ul style="list-style-type: none">•Keith Farrar - Back country First Aid•Barney DeSimone - Flintknapping |

Presenters

Once the committee selects the topics that they would like to present at the FEW event, presenters listed on the spreadsheet under the topics should be contacted via email to see if they are available to present at the event.

The topics the committee feel are most important should have the presenters contacted first and allow the presenters to pick the time they prefer from the tentative schedule created by the committee.

Once the “Key” presenters/topics are secured, presenters from the other topics should be contacted and given choices of the remaining time slots.

To avoid confusion, only one committee member should be working on this aspect of scheduling presenters. Other committee members can be involved suggesting presenters and even making the initial contact to presenters, however, only one member should control the schedule and how the presenters fit into the schedule.

Due to unforeseen circumstances, changes in the final schedule should be expected, and the ability to be flexible is of great help during this process. Presenters get sick at the last minute (especially during Covid times), so it is good to have a few ideas of presenters to fill those blank spots as they occur.

Professional email’s should be sent to presenters requesting them to present at FEW. The committee can help design emails that are appropriate to introduce yourself to the presenter if you are not familiar with them. If you personally know the presenter, you can send a less formal email requesting them to present at FEW. Committee members that have personal friends who are presenters can contact them directly to request their participation, however, the committee member in charge of scheduling should give them the time slot available to relay.

- Presenters should be aware of their start time and informed of the time involved for their set-up (including transportation of their gear from the parking area). They also should be aware of their end time so they don’t delay the program following theirs. We will provide wagons for presenters to use to transport their gear from the parking area to the event.
- Presenters are paid \$150 for their program with the following exceptions:
 - State Park and NPS employees present for free, as that is part of their work schedule. In this case, they are normally given a \$20 Starbucks gift card. Additionally, some presenters (that are not State Park or NPS employees) do not take money for their presentation. Those presenters that give their time for free should also be given a \$20 Starbucks gift card to show our appreciation
- Native American presenters normally get more than the \$150. Usually \$200, however some request more. The committee should jointly approve anything over \$200 for a Native American presenter.
- Consider a reasonable travel stipend for presenters that are not local.

Presenters (continued)

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- Consider using some form of “presenter tracker” to keep track of presenters that have been contacted as well as confirmed (example next pages)
- Presenters, once secured, should be emailed a parking pass with their name on it, similar to the ones given to the attendees, however, their pass will say “Presenter” on it. (more on parking passes later).
- One committee member should be in charge of handing out checks (or gift cards) to the presenters. (more on this at the accounting section)

Our Needs from the presenters:

- A short Bio to be read when the presenter is introduced.
 - A PDF of any handouts for their program. In the past we have printed out the handouts from the presenters, however, printing has gotten extremely expensive at places like Staples and FedEx Office. Taking into consideration of the above, each committee can decide from the following options....
- 1) Have presenters supply handouts that go along with their program.
 - 2) Take an educated guess of how many might be attending any program and print out the appropriate number of handouts.
 - 3) Email the presenter handouts (in PDF format) to all attending and let those planning on attending a particular presentation print out the handout themselves. Having the handout in advance also allows attendees to study up on the topic prior to the program, and also, may encourage or discourage attendance of a particular program, as the presenter’s handout will detail more about their class than what is given on the general schedule. Additionally, emailing will also reduce paper waste as some attendees will only need to look at the PDF and not need to print it out.

Presenter Tracker Examples

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Example of a presenter tracker in progress:

Presenter Tracker	
Presenter Name: <u>Mithra Derakshan</u>	Topic: <u>Mountain Lions & Bobcats in the SMM</u>
Email: <u>mithra_derakshan@nps.gov</u>	Phone: _____
Contact Notes: NPS presenter on Mountain Lion's and Bobcats. We had her at MCSP Continuing Education and she was excellent! Emailed a request to her on 10/20/22, waiting for a reply.	
Time Slot Preferences: 	
Presenter Bio: 	

Presenter Tracker Examples

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Example of a finalized presenter tracker:

Presenter Tracker	
Presenter Name: <u>Dean Arnold</u>	Topic: <u>Guide to a successful public walk</u>
Email: <u>dean.arnold333@gmail.com</u>	Phone: <u>(818) 371-5876 / (818) 884-7766</u>
<div>Contact Notes: Contacted and Dean Confirmed 10/21/22 </div>	
<div>Time Slot Preferences: Would prefer a Saturday Morning slot, however Dean is camping the full weekend so he may be a bit flexible if need be.</div>	
<div>Presenter Bio: Dean loves to herald our beautiful Santa Monica Mountains to park visitors. He has been a Malibu Creek Docent since 2005 and coordinated the park's public nature walks for 12 years. These "Welcome Walks" are led by docents and introduce visitors to the unique flora, fauna and natural history of the region. Dean likes to think of himself as a storyteller. He received his B.A. in Art and Design from Cal State L.A. and his M.A. in Management from the University of Redlands. He led the Media Centers at three area hospitals, including Cedars-Sinai, Good Samaritan and Huntington. Dean then ventured into academia and supervised the Music & Media Department at the Cal State Northridge Library and taught Library/Media Technology at the College of the Canyons. Dean is now retired and enjoys his family along with hiking, camping, gardening and playing ukulele with friends.</div>	

The Event Schedule

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- For the two days, there are 14 blocks of programs.
- All blocks of programming, (other than the Saturday evening program and Sunday A.M. bird Walk*) will run two programs against each other. This is so not all 50 attendees show up at one single program.
- Schedule the programs so the well attended presenters (based on history) present at the same time. This way not all attendees migrate toward a program that is popular, while leaving the other presenter with no attendees.
- If, for some reason a presenter has a low turnout, committee members normally will attend this program as to help keep some balance.
- Saturday programs start at 9:15 with an introduction and greeting by the Topanga Canyon and Malibu Creek Docents presidents. For that reason we request people arrive at 8:30 to register. This gives them a 45 minute window to allow for traffic, park entrance issues, parking and getting to the event.
- Saturday there are 3 blocks of time and one “campfire” program after dinner (7 total programs). The campfire program is typically one presenter and is normally attended mostly by the people camping overnight as the other attendees may head home after dinner.
- Sunday starts at 8AM with the optional bird walk. Additionally, there 3 blocks of time for programs (7 total programs) and an ending gathering with wrap-up from the Docent presidents and a “Clean-Up” party.
- Attendees camping are welcome to arrive Friday (after 3PM) to set up their tents as well as spend the night Friday, Saturday and Sunday if desired. Official time to vacate the campground is Monday by Noon.
- The following page has an example of how to schedule the event.

* ***The bird walk will overlap the first pair of programs on Sunday morning by 30 minutes.*** The bird walk can not start until 8AM because the entry gates to the park do not open until 8AM. Those not camping over will miss the bird walk if it starts earlier. Those attending the bird walk can leave the walk early to attend the next session, or they can arrive 30 minutes late to the next session. Not all will attend the bird walk, so the first pair of sessions on Sunday morning will still have several attendees.



37th Field Ecology Weekend April 29 & 30, "2023"



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SATURDAY

8:30 - 9:15 Check-In

9:15 - 9:30

Greetings from the presidents of
Topanga Canyon Docents & Malibu Creek Docents

9:30 - 11:30

Topic:
Presenter:

Topic:
Presenter:

12:00 - 1:00 Lunch Break

1:00 - 3:00

Topic:
Presenter:

Topic:
Presenter:

3:00 - 5:00

Topic:
Presenter:

Topic:
Presenter:

5:15 - 7:00 Dinner Break

BBQ will have hot coals for your grilling use

7:00- 8:30 Night "Campfire" Talk....

Topic:
Presenter:

SUNDAY

8:00 - 10:00 Birding Walk:
Presenter

9:30 - 11:30

Topic:
Presenter:

Topic:
Presenter:

12:00 - 1:00 Lunch Break

1:00 - 3:00

Topic:
Presenter:

Topic:
Presenter:

3:00 - 5:00

Topic:
Presenter:

Topic:
Presenter:

5:00 - 6:00 Closing remarks from the presidents
of Topanga Docents and Malibu Creek Docents.
& Clean-up Party

You are welcome to camp out Sunday night.
Departure is Noon on Monday the 31st

General Information;

- When 2 programs are offered at the same time, you must choose one.
- Tent camping starts Friday at 3:00 and ends Monday at Noon.
- Useful items to bring...Binoculars, Notebook, Camera.
- All attendees and guests must pre-register and turn in a signed waiver.
- Schedule subject to change.

**Information, please contact - XXXXX xxxx@xxxxxxx.com or
XXXXXXX: xxxxxxx@xxxxx.com**

Event Documents

17

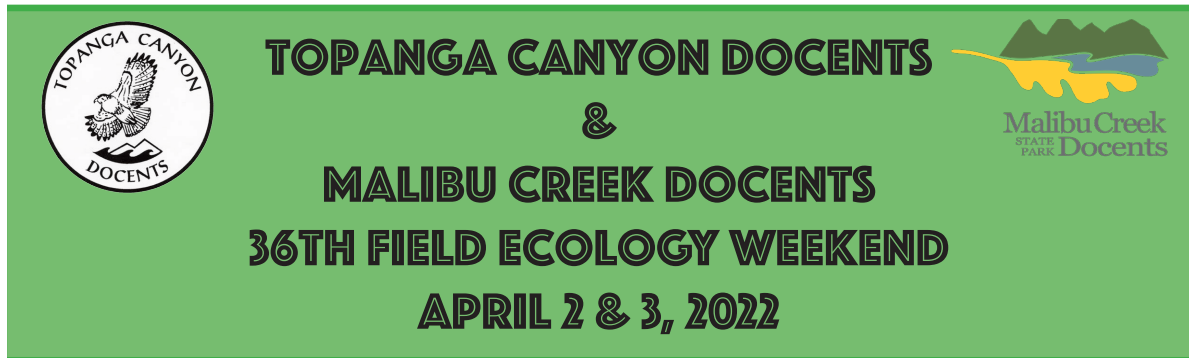
Other than the schedule, which was shown on the previous page, and the presenter tracker, shown above on pages 13 & 14, the following pages show all the documents needed for the event. More than one committee member can be involved in creating the documents for the event, however, whatever program they use should have the ability to convert the document to a PDF for easier distribution via email. The creation of documents can be decided by the committee and can be handled by one or more of the members.

Note:

- Most event documents (other than parking passes) will be standard letter (8.5x11) in size.
- The documents shown on the preceding and following pages are for reference, and have (or similar versions have) been used for past events. The committee is welcome to make improvements to the documents currently used if they feel improvements can be made.

Announcement (AKA “Save the Date”) ¹⁸

The announcement can be sent out around the beginning of December via PDF to all docents emails from Topanga Canyon and Malibu Creek Docents. This will give them 4 to 5 months advance notice to block out the event on their calendars. Note an RSVP deadline to limit the amount of “last minute” stragglers.



Attendance: Docents and their family, prospective docents, and other environmental educators from throughout the region are welcome to attend. There will be no child care available but your children are invited to attend with you.



Location: Malibu Creek State Park, in the Group Campground site. Tent camping is not mandatory, but preferred. Camping and Parking are included in your registration fee. For RV camping, you must make your own arrangements at the public campground at Malibu Creek State Park.

Check-in: 8:15-9:00AM on Saturday the 2nd. Official greeting by the presidents of Topanga and Malibu Creek Docents at 9:15AM. Programs start at 9:30AM. Sunday morning workshops start at 8:15AM

Camping: You are welcome to camp starting Friday April 1st at 3:00PM and camp through Monday April 4th at Noon.

Event: This is a leisure and learning weekend event in a secluded setting of the Santa Monica Mountains. We have planned a program of seminars, walks and workshops led by experts. This is an entirely outdoor event. We do not provide enclosed shelters. Dress for the weather and bring a sense of adventure.

Registration: Reservations are required and must be received with your payment no later than **March 25th 2022**. Space is limited. A registration form will be sent out the beginning of 2022 with instructions and more details.



Cost: There is a non-refundable fee of \$70 per adult (15 and older) / \$30 per child (6-14yrs) / children under 6 are free. Refunds will be made only if event is canceled (due to heavy rain, park fire closure or Covid issues). If after paying your fee, you are unable to attend, the amount will be considered a donation to the Docent organizations.

Information, please contact - Keith Farrar: acmetnt@roadrunner.com or Don Murchie: murchiedon@verizon.net

Registration Form

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This form, along with the waiver, will be sent out at the beginning of February which will give from approximately 7 to 10 weeks for attendees to return the forms.

For the 2023 FEW, we added the following regarding children of attendees:

FEW is an educational weekend with outdoor educators top in their field. Attendees are encouraged to camp out as a group. Camping is free for those registered for FEW. This is a family friendly event. Spouses/Partners/Grown Children are welcome to register to attend programs and camp out as well. Mature children and teens are welcome to register and attend. Young children are welcome provided a registered spouse/partner is there to watch over the young children during the event. Children can be disruptive to the programs and, if not watched, can encounter Bees, Poison Oak, Rattlesnakes, and Burns from the BBQ or Campfire.



REGISTRATION FORM

Name: _____ Phone: _____



Address: _____ City: _____

E-Mail: _____ Zip: _____

Docent/Organization Affiliation: _____

Additional Family Members: Yes No



NAMES OF ATTENDEES

Number Cost

Adults \$70 _____
(ages 15 & older)

--	--

Children \$30 _____
(ages 6-14)

--	--

Children _____
(no charge under age 6)

--	--

Please contact Keith with any questions:
acmetnt@roadrunner.com

TOTALS:

--	--



COVID-19

PRECAUTIONS:

To attend this event, you must be vaccinated, or show a negative test result.

Test must have been taken within 72 hours of the event.

Your Arrival Day/Time: Friday _____ Saturday _____

Number of Tents: _____

For RV camping, you must make your own arrangements.

The Fine Print: Make checks payable to Malibu Creek Docents ("FEW" in the memo).

Registration / Payment Deadline: Must be received by March 25th

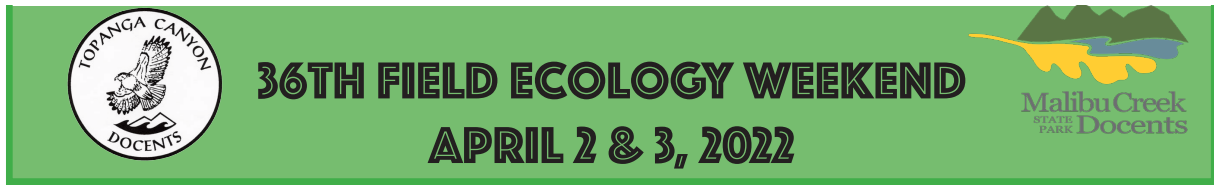
Mail to: Keith Farrar 58 Highland Rd. Simi Valley, CA 93065

Include: 1)Registration form, 2)Release of Liability form, and 3)Payment.

Your "information packet" and Parking Pass will be sent to you via email.

Waiver / Release of Liability Form ²⁰

This waiver was plagiarized, amended, and re-written by Keith Farrar. It has been reviewed by a retired lawyer and deemed very acceptable for our needs. Read at your own risk!



Release, Waiver, Hold Harmless Agreement & Covid-19 Informed Consent.

PLEASE READ CAREFULLY & THOROUGHLY!

By signing up for this event, you agree to the release, waiver, hold harmless agreement and Covid-19 informed consent and additional policies listed below.

In consideration of participation in the 36th Field Ecology Weekend offered by Topanga Canyon Docents and Malibu Creek Docents, (hereinafter collectively referred to as the "Docents"), their officers, agents and all other persons or entities associated with the Docents Field Ecology Weekend (hereinafter collectively referred to as "FEW"), I agree as follows:

I, the undersigned for myself and/or as the parent/guardian of the Minor attending FEW, agree to indemnify and hold the Docents harmless and hereby waive, release and discharge any and all claims for damage, for death, personal injury, bodily injury (including illness and communicable disease) or property damage which I and/or the minor may have or which hereinafter may accrue to me and/or the minor against the Docents, agents and volunteers from and against any liability arising out of or connected in any way my and/or the minor's participation in FEW, even though that liability may arise out of active or passive negligence or carelessness on the part of the person or entities mentioned above. It is further understood and agreed that this waiver, release and assumption of risks has been freely entered into and is to be binding on my/our heirs and assigns.

Additionally, I fully understand that my participation in the above-referenced activity exposes me to the risk of personal injury, death, communicable disease, illness, viruses and/or property damage. Knowing the risks, nevertheless, I hereby acknowledge that I and/or the named minor am voluntarily participating in this activity and agree to assume those risks on behalf of me and/or the below named minor (or my/our heirs or assignees) for damages.

Photographic Release: I understand that photographs, videos, or recordings may be taken during this activity, and hereby grant the Docents permission to use my image and/or that of the named minor, which may be captured through video, photo, digital camera or other media during participation at the FEW event for Docent promotional materials and publications.

Covid-19 and Other Communicable Diseases: I agree, understand and acknowledge that an inherent risk of exposure to the disease Covid-19 (as defined by the World Health Organization and strains, variants, or mutations thereof) and SARS-CoV-2 (the virus that can cause Covid-19), and any other communicable or infectious disease, exists in any public place where people are present. Covid-19 is a contagious communicable disease that can lead to severe illness and death. No precautions can eliminate the risk of exposure to Covid-19, and the risk of exposure applies to everyone. According to the Centers for Disease Control and Prevention ("CDC"), older adults (people 65 years and older) and people of any age with underlying medical conditions might be at higher risk for severe illness and death from Covid-19. I also acknowledge that the risk of exposure to Covid-19 and any other communicable or infectious disease includes the risk that you will expose others that you later encounter, even if you are not experiencing or displaying any symptoms of illness. I acknowledge and agree to voluntarily assume any and all risks in any way related to Covid-19 and any other communicable or infectious disease, including illness, injury, or death of yourself or others.

I further acknowledge and agree to follow all Covid-19 rules, regulations, mandates and safety protocols issued by the CDC, State and County of the event.

Each Adult Participant (ages 18+) and a Parent/Legal Guardian of Participants Under 18 Must Sign Below.

Adult Participant Name(s)_____



Child Participant Name(s)_____

Signature:_____ / Parent/Legal Guardian Signature_____

General Event Information

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This form has been used for years and has good information. This is sent to all docents with the registration form and waiver. A more complete camping list will follow this list. This is a horizontal format so request an actual copy if this is hard to read:

 TOPANGA CANYON DOCENTS & MALIBU CREEK DOCENTS, 36TH FIELD ECOLOGY WEEKEND APRIL 2 & 3, 2022 - CAMPING FRIDAY APRIL 1ST THROUGH MONDAY APRIL 4TH GENERAL EVENT INFORMATION 																																						
Directions to the Event <ul style="list-style-type: none">•The entrance to Malibu Creek State Park is on Las Virgenes Road, just south of Mulholland Highway.•From the Ventura Freeway (101), exit at Las Virgenes Road and head south approx 4 miles. Take the first right after Mulholland Highway.•From Pacific Coast Highway, take Malibu Canyon Road (it becomes Las Virgenes Road) for 6.1 miles. Turn left at the park entrance.	Camping <ul style="list-style-type: none">•We have the beautiful and isolated group campground to ourselves Fri, Sat & Sun nights. Tent camping is in an Oak Woodland setting. All vehicles must be parked in the group campground lot (about 100 yards down-slope from the campsite).•Be prepared to carry your camping equipment and food, on foot, to and from the lot to the group campground. If you need help, please ask another camper.•The campsite has hot and cold running water, flush toilets and showers. Except for your own tent and vehicles, bathrooms and showers, there is no enclosed shelter.•For RV camping, you must make your own separate arrangements with Malibu Creek State park. There are no RV hookups at the group campground.•Beware of Poison Oak along the perimeter of the campsite. If you can't identify it, please ask us to point it out. Ticks and Rattlesnakes may also be encountered.	Gear Checklist <table border="0"><tr><td><input type="checkbox"/> Tent</td><td><input type="checkbox"/> Sleeping Clothes</td></tr><tr><td><input type="checkbox"/> Ground Cloth</td><td><input type="checkbox"/> Sun Hat</td></tr><tr><td><input type="checkbox"/> Tent Stakes and Cordage</td><td><input type="checkbox"/> Sunscreen</td></tr><tr><td><input type="checkbox"/> Sleeping Bag</td><td><input type="checkbox"/> Insect Repellent</td></tr><tr><td><input type="checkbox"/> Insulated Pad</td><td><input type="checkbox"/> Water Bottle</td></tr><tr><td><input type="checkbox"/> Pillow</td><td><input type="checkbox"/> Utensils</td></tr><tr><td><input type="checkbox"/> Camp Chair*</td><td><input type="checkbox"/> Food / Snacks</td></tr><tr><td><input type="checkbox"/> Flashlight / Headlamp</td><td><input type="checkbox"/> Coffee/Tea Cup</td></tr><tr><td><input type="checkbox"/> Towel / Toiletries</td><td><input type="checkbox"/> Binoculars</td></tr><tr><td><input type="checkbox"/> Rx Medications (if needed)</td><td><input type="checkbox"/> Hand Lenses</td></tr><tr><td><input type="checkbox"/> Appropriate Clothing</td><td><input type="checkbox"/> Field Guides</td></tr><tr><td><input type="checkbox"/> Additional Warm Clothing</td><td><input type="checkbox"/> First Aid Kit</td></tr><tr><td><input type="checkbox"/> Rain Gear</td><td><input type="checkbox"/> Pen/Notebook</td></tr><tr><td><input type="checkbox"/> Sewing / Repair Kit</td><td><input type="checkbox"/> Camp Shoes</td></tr><tr><td><input type="checkbox"/> Extra Drinking Water (you can keep some in your car)</td><td></td></tr><tr><td><input type="checkbox"/> Musical instrument (in case we have a campfire)</td><td></td></tr><tr><td><input type="checkbox"/> Battery Bank (if you care to charge your phone)</td><td></td></tr><tr><td colspan="2">*Camp Chairs are handy for some of the workshops</td></tr></table>	<input type="checkbox"/> Tent	<input type="checkbox"/> Sleeping Clothes	<input type="checkbox"/> Ground Cloth	<input type="checkbox"/> Sun Hat	<input type="checkbox"/> Tent Stakes and Cordage	<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Sleeping Bag	<input type="checkbox"/> Insect Repellent	<input type="checkbox"/> Insulated Pad	<input type="checkbox"/> Water Bottle	<input type="checkbox"/> Pillow	<input type="checkbox"/> Utensils	<input type="checkbox"/> Camp Chair*	<input type="checkbox"/> Food / Snacks	<input type="checkbox"/> Flashlight / Headlamp	<input type="checkbox"/> Coffee/Tea Cup	<input type="checkbox"/> Towel / Toiletries	<input type="checkbox"/> Binoculars	<input type="checkbox"/> Rx Medications (if needed)	<input type="checkbox"/> Hand Lenses	<input type="checkbox"/> Appropriate Clothing	<input type="checkbox"/> Field Guides	<input type="checkbox"/> Additional Warm Clothing	<input type="checkbox"/> First Aid Kit	<input type="checkbox"/> Rain Gear	<input type="checkbox"/> Pen/Notebook	<input type="checkbox"/> Sewing / Repair Kit	<input type="checkbox"/> Camp Shoes	<input type="checkbox"/> Extra Drinking Water (you can keep some in your car)		<input type="checkbox"/> Musical instrument (in case we have a campfire)		<input type="checkbox"/> Battery Bank (if you care to charge your phone)		*Camp Chairs are handy for some of the workshops	
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Parking Pass & Parking <ul style="list-style-type: none">•Show your FEW Parking Pass at the entrance kiosk for free admission and parking.•Display your pass on your dashboard at all times to avoid being fined.•Follow the signs to FEW and park in the parking lot just below the group campground. Park as tightly as you can, without blocking anyone so there is room for everyone to get in and out.•To avoid a citation, do not park along the dirt road leading to the group campground	Important <ul style="list-style-type: none">•Camping in the meadow is prohibited. It is a protected area undergoing restoration.•Open fires are prohibited. Fires are limited to camp stoves, lanterns and BBQ Grills.•Smoking is permitted only in the parking lot•Volunteers are needed for morning stove lighting, Saturday morning parking direction, and various other tasks. Please inquire with staff as to what volunteer tasks need attention, we appreciate it!	Kitchen <ul style="list-style-type: none">•We provide: Hot water, coffee & tea both Sat and Sun mornings. We also provide a 2-burner gas stove, lanterns, barbecue grills, charcoal and dish washing facilities, including hot water and soap.•Feel free to share food with friends (at your own risk). Due to Covid considerations, we will <i>NOT</i> be facilitating a pot-luck dinner at this event.•Please recycle to the best of your ability. We will have a separate recycling bin.•As a courtesy to others (and the wild animals), please keep the picnic tables clean.																																				
Arrival Times <ul style="list-style-type: none">•If you plan to arrive Friday for camping, please arrive after 3PM.•Saturday Check-in is from 8:15 to 9AM. Presidents welcome is Saturday at 9:15AM with workshops starting Saturday at 9:30AM and on Sunday at 8:15AM.•Cleanup and vacate no later than Noon Monday.•You will receive a "Schedule of Events" with more details.		Questions? <ul style="list-style-type: none">•Keith Farrar acmetnt@roadrunner.com•Don Murchie murchiedon@verizon.net																																				

A more complete camping checklist 1 of 2 **22**

FEW Camping Checklist 1 of 2

Essential Gear

- ☐ Wallet, Cash, Credit Cards, Keys, Phone, etc (important items you carry on a daily basis)
- ☐ Clothing (appropriate for current and predicted weather)
- ☐ Shoes (hiking shoes & camp shoes, socks)
- ☐ Sleep Clothing
- ☐ Day Pack (w/Day Hiking Gear / Water Bottles / Appropriate Hiking Clothing / Hat / etc.)
- ☐ Portable Camp Chair
- ☐ Sewing / Repair Kit
- ☐ Tecnu (Poison Oak Scrub)
- ☐ Citronella Candles
- ☐ Guide Books
- ☐ Binoculars (for bird walk)
- ☐ Hand Lens / Loupe (you can purchase for \$5 at FEW)
- ☐ Notepad / Pens / Pencils
- ☐ Duct Tape
- ☐ Plastic Shopping Bags (many uses)
- ☐ Personal First Aid Kit
- ☐ \$10 Cash - Materials Fee (if taking Peter's class)

Tent Gear

- ☐ Tent w/ Tent Poles & Rain Fly
- ☐ Ground Cloth / Footprint
- ☐ Stake Kit (Stakes & Utility Cord)
- ☐ Mallet
- ☐ Matt (for outside tent door) (optional)
- ☐ Sleeping Pad, Air Mattress, or Cot
- ☐ Sleeping Bag
- ☐ Pillow
- ☐ Small Tent Table
- ☐ Tent Lantern
- ☐ Headlamp w/extra batteries
- ☐ Reading Material
- ☐ Tent Trash Can (Lg Ziploc Bag)
- ☐ Camp Shoes

Electronics & Photography:

- ☐ Camera / SD Cards / Batteries / Battery Charger
- ☐ Small Tripod
- ☐ Battery Bank w/Charging Cable
- ☐ Charging Cables (for phone, etc)
- ☐ Wireless or Wired Ear Buds (optional)

Optional Gear

- ☐ Tarp (to provide additional shade)
- ☐ Tarp Stake Kit (stakes & utility cord)
- ☐ Laundry Bag
- ☐ Mini Broom and Dust Pan (to keep tent clean)

Personal Hygiene:

- ☐ Any Rx Medications / Supplements
- ☐ Personal Items (contact lenses / Glasses / etc)
- ☐ Toothbrush & Toothpaste
- ☐ Floss
- ☐ Deodorant
- ☐ Tissues
- ☐ Feminine Items
- ☐ Aloe Vera
- ☐ Body Glide (anti-chafing)
- ☐ Ear Plugs (optional)
- ☐ Small Mirror (optional)
- ☐ Nail Clippers (optional)
- ☐ Emery Board (optional)
- ☐ Face / Body Lotion (optional)
- ☐ SPF Lip Balm
- ☐ Sunscreen
- ☐ Insect Repellent
- ☐ Toilet Paper (will be supplied in rest rooms)
- ☐ Hand Sanitizer / Wet Ones

Shower Gear:

- ☐ Shower Caddy (to carry gear)
- ☐ Soap (Camp Soap / Dr Bronner's or Bar Soap)
- ☐ Shampoo / Conditioner
- ☐ Brush / Comb
- ☐ Razor / Shave Cream (optional)
- ☐ Towel
- ☐ Flip Flops (for public showers)

A more complete camping checklist 2 of 2 **23**

FEW Camping Checklist 2 of 2

Camp Kitchen Suggestions

- ☐ Ice Chest & Ice (block ice lasts longer)
- ☐ Food Box (for non refrigerated food)
- ☐ Paper Towels / Napkins
- ☐ Personal camp stove
- ☐ Aluminum Foil
- ☐ Pots / Pans
- ☐ Cooking Utensils
- ☐ Food Prep Knife
- ☐ Cutting Board
- ☐ Measuring Cup
- ☐ Cooking Oil
- ☐ Can Opener
- ☐ Peeler
- ☐ Cups / Plates / Bowls
- ☐ Insulated Mug w/lid
- ☐ Eating Utensils
- ☐ Pot Grabber or Oven Mitts
- ☐ Zip Lock Bags (2-Gallon / 2- Quart)
- ☐ Disposable Nitrile Gloves

Water / Food

- ☐ Drinking Water
- ☐ Meals for breakfast, lunch and dinner
- ☐ Trail Snacks
- ☐ Tea / Coffee / Hot Chocolate
- ☐ Electrolyte replacement drink or mix

Clean-Up

- ☐ Dish Soap (we supply sat & sun)
- ☐ Sponge / Scrub Pad (we supply sat & sun)
- ☐ Dish Drying Net Bag (to hang your dishes to dry)
- ☐ Trash Bags (we supply)

This is an additional general information list

From the “2022” event, this went to all attendees.

General Notes:

- Campers staying overnight Friday, Sunday & Monday will be responsible for their own personal clean-up, cooking (propane stove, pots, pans and such), food and water.
- There is a \$10 materials fee for Peter Rice’s program (cash, exact change is appreciated)
- Lupes (magnification lenses to see plants up close) are available for purchase \$5 (cash please)
- Some presenters may have books to sell, please bring along some cash if you care to purchase.
- Early Check-In, for camping is at 3PM on Friday the 1st (please do not arrive before 2PM - the site is booked with a different group prior to our event)
- There is no Pot-Luck this year, however, feel free to cook and share with family and friends.
- We will light the BBQ grill, with standard charcoal for Saturday Evening. You will need your own pots and pans to cook.
- A propane stove will also be available for cooking as well as a kettle for hot water Saturday morning through Sunday afternoon.
- There is a sink available for cleanup of your dishes. Soap, dish soap and bleach will be available Saturday morning through Sunday afternoon.
- We will supply the firewood for the campfire (conditions allowing) Saturday evening.
- We now have the campground until Noon on Tuesday the 5th, so feel free to extend your camping trip if you desire. The items supplied by FEW (cooking & cleaning) will not be available after Sunday evening, so bring your own if you are extending your camping trip.
Note: The group campground has free showers for your use.
- Surcom is the Emergency Dispatch for Calif. State Parks Southern District.
Please keep this number handy if you need to call for any medical or fire emergency:
(951) 443-2964. Additionally 911 should be called for any emergency.

Volunteers Needed for Camp Duties

This list shows the volunteer positions needed for the event. Attendees are asked to volunteer to help as they can. Anyone volunteering to help presenters move gear to and from their cars, may miss part of a program. While this can be helpful to some presenters, we do not guarantee presenters will receive help to move their gear to and from their cars. Committee members sometimes will assist presenters with this issue.

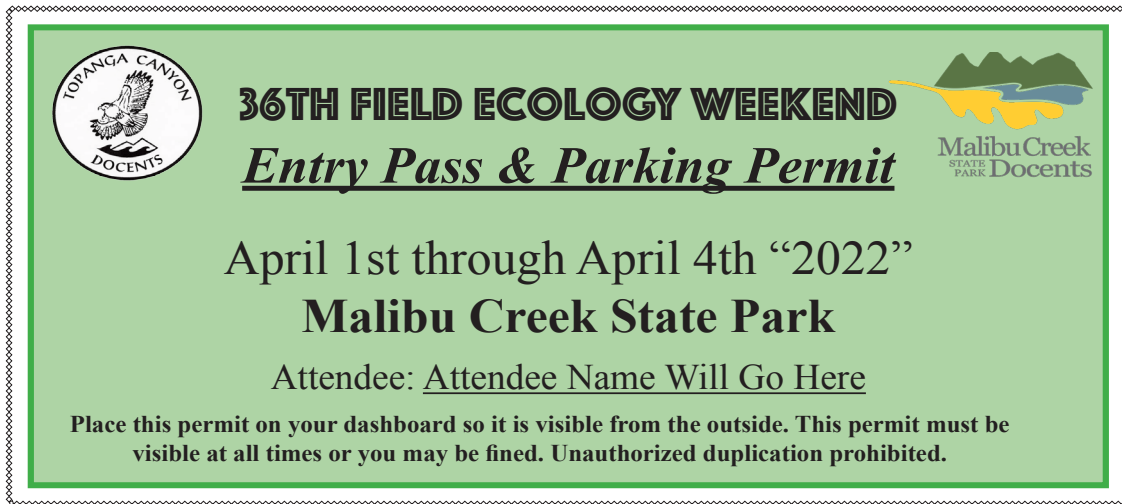
This was the "2022" form so some volunteer names are filled in.





- ☐ Emergency Phone Number for SURCOM in case of any emergencies, medical, fire, or other immediate dangers - (951) 443-2964. Also contact 911 for emergencies in the park.
- ☐ Have on hand the phone number for maintenance in case of dirty bathrooms, need of toilet paper and such.
Volunteers: Keith / Sasan
- ☐ Rain Preps - Secure the conference room at the administration building and have a key on hand in case of rain. Tarps can be an option to be strung up as cover during rain.
Keith has secured the conference room and will get the key & alarm code.
Volunteer Needed to hold key, open and secure the room after the presentation.
Volunteer: Keith / Sasan
- ☐ Parking lot managers for Sat to make sure of proper spacing of cars in the lot.
No parking along the driveway. Volunteers: Wakako & Andrew
- ☐ Volunteers to help presenters tote in their materials. Two each day.
Volunteers Sat: Harry / Wakako / Volunteers Sun: Angela / Wakako / Back-up: Sharon Liu
- ☐ Check-in table volunteers for Sat & Sun. Two each day.
Volunteers Sat: Reed / Jamie / Volunteer Sun: Candice DePuy
- ☐ Arranging of picnic tables to keep presenters far enough apart as not to disturb each others presentations
This should be done the Friday prior to the event. At least two to three are needed to move tables.
Volunteers: Dean Arnold / Keith Farrar / _____
- ☐ Sink duty - Make sure there is cleanup stuff for dish washing: Volunteers: Justine Lewis / Barbara Bowersock / Joni Lautman / Back-up: Dean Arnold
- ☐ BBQ grill lighter (charcoal) and overseer - Volunteer: _____
- ☐ Campfire lighter and overseer - Volunteer: _____
- ☐ Introducing Presenters - Volunteer: Don Murchie
- ☐ End of event clean-up -Volunteers: Hashi Clark / Denise Miller / _____
- ☐ Volunteers to bring the FEW gear from Topanga's tack room to and from the event
Volunteer to bring gear: _____ / Volunteer to return gear: _____

Parking Passes

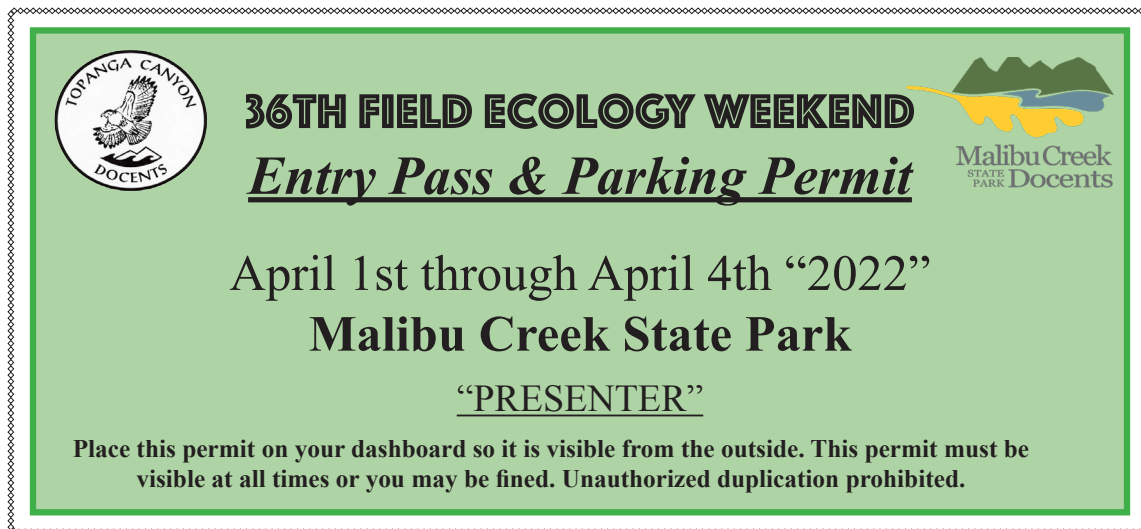
Once the committee member in charge of collecting the payments receives the following from the attendee: **payment, completed registration form, signed waiver**, a personalized parking pass is sent to the attendee with their name on it. This avoids duplication as this pass is for free entrance and parking for the entire weekend at the park. This is also verification to the attendee that their paperwork has been received. This is simply done by creating a form and doing a “save as” each time you change the name on the pass. It is best to save and send as a PDF. (Personalizing parking passes is optional per committee)





 **36TH FIELD ECOLOGY WEEKEND** 
Entry Pass & Parking Permit
 April 1st through April 4th “2022”
Malibu Creek State Park
 Attendee: Attendee Name Will Go Here
 Place this permit on your dashboard so it is visible from the outside. This permit must be visible at all times or you may be fined. Unauthorized duplication prohibited.

 cut along dotted line

A similar pass is sent to each presenter. Additionally a list of all presenters is left at the kiosk in case one of the presenters forgets their pass. Presenter passes can be personalized with their names or just a generic “Presenter” can be put in place of their name as shown below.



 **36TH FIELD ECOLOGY WEEKEND** 
Entry Pass & Parking Permit
 April 1st through April 4th “2022”
Malibu Creek State Park
“PRESENTER”
 Place this permit on your dashboard so it is visible from the outside. This permit must be visible at all times or you may be fined. Unauthorized duplication prohibited.

 cut along dotted line

Accounting Procedures

The committee member in charge of collecting the payments, registration forms and signed waivers, will also enter the received payments into a spreadsheet (example next page). Checks are held until an acceptable amount (usually 10 or so payments in check form) are accumulated. The checks are then forwarded to the person in charge of accounting (normally the treasurer of either Topanga State Park or Malibu Creek State Park). The treasurer will deposit the checks into the docent account, however, they will keep a separate set of books exclusively for FEW. The books kept by the treasurer should exactly match the spreadsheet kept by the committee member that is handling the payments. This is easily done by keeping track of all payments and verifying your accounting matches the treasurers accounting each time you send in checks to the treasurer. See example, next page, of the spread sheet kept by the committee member receiving the payments for the event in “2022”.

Note: Presenters are welcome to come before, and stay after their presentation at no charge. They may enjoy attending other presentations.

Additionally, payment from the committee chair is optional as they are sometimes more involved overseeing the event and do not have time to attend full presentations.

The fee for attendees is currently \$70 per attendee. Spouses and children 15 and older are also \$70. Children from 6-14 are \$30 and children under 6 are free, however, we discourage very young children from attending, as they can be a distraction to the presenters and attendees.

Arrangements can be made for spouses and children to camp with their family member attending. We hold the Sunday evening camping (after the event is over and cleaned up) as a free time for family to join the attendee and spend the night at the park.

As you can see from the spreadsheet on the next page, the total income for the event was \$2660.00. This is from 38 paid attendees. For the sake of eliminating overcrowding, we like to cap the attendance (including presenters) at a total of 50 to a maximum of 60.

With a total income of \$2660.00 there is an approximate fee paid out to presenters of roughly \$1800.00. There are also expenses for things like: firewood, charcoal, lantern batteries, water and snacks for presenters, stove fuel, ice and minor incidentals. In “2022” we upgraded the camp stove and lanterns so expenses were higher than normal, however, there was still a significant profit of around \$800 after all was sorted out.

The profit, once finalized is split between Topanga Canyons and Malibu Creek Docents organizations. In “2022” MC treasurer kept the books so a check was cut to Topanga Canyon Docents for half the profit. This was done a month or so after the event to be sure all the presenters cashed their checks.

NOTE: If the event is only run (committee, treasurer and so on) by Topanga Canyon Docents, with no Malibu Creek Docents involved on the committee or acting as treasurer for the event, the profits do not need to be split with Malibu Creek State Park Docents.

Accounting Procedures (continued)

Field Ecology Weekend "2022" Updated 3/26/22

Attendee Name	Additional Attendee	Organization Affiliation	Amount Sent	Check #	Parking Pass Sent	Camping (Y/N)
Arnold, Dean		MCD	<i>Presenter</i>	N/A	2/17/22	Y
Benson, Karin		TCD	\$70.00	3283	2/17/22	N
Bowersock, Barbara		MCD	\$70.00	1255	2/28/22	Y
Cheltenham, Gene	Cumiford, Lola	TCD	\$140.00	2150	3/16/22	
Chen, Wei	Grantham, Mark	TCD	\$140.00	158	3/10/22	Y
Clark, Hashi		MCD	\$70.00	377	3/14/22	Y
Clements, Jim		TCD	\$70.00	1147	2/17/22	N
De Puy, Candace		TCD	\$70.00	7021	2/28/22	N
Estupinian, Reinelda	Romaldo, Hugo	MCD	\$140.00	125	3/10/22	Y
Farber, Rick		MCD	\$70.00	1007	3/11/22	Y
Farrar, Keith		MCD / TCD	<i>Chair</i>	N/A	2/17/22	Y
Ford, Justin		MCD	\$70.00	1277	3/23/22	Y
Fullner, Brian		TCD	\$70.00	236	3/25/22	N
Howard, Amber		MCD	\$70.00	223	3/19/21	Y
Howarth, Read		TCD	\$70.00	423	3/16/22	Y
Johnston, Timothy		MCD	\$70.00	16385	3/11/22	N
Lautman, Joni		MCD	\$70.00	3382	3/11/22	Y
Lewis, Justine		TCD	\$70.00	230	3/14/22	Y
Liu, Sharon (<i>refunded</i>)	Lui, Ben	MCD	\$0.00	5654	3/13/22	Y
Lowry, Jamie		TCD	\$70.00	3103	3/10/22	N

Field Ecology Weekend "2022" Updated 3/26/22

Attendee Name	Additional Attendee	Organization Affiliation	Amount Sent	Check #	Parking Pass Sent	Camping (Y/N)
Miller, Denise		MCD	\$70.00	1835	2/23/22	Y
Mittleman, Lucinda		TCD	\$70.00	1971	3/14/22	Y
Murchie, Don	DeMott, Angela	TCD	\$140.00	1992	2/17/22	Y
Palmer, Harry		TCD	\$70.00	7032	3/10/22	Y
Perkins, Kerry		MCD	<i>Presenter</i>	N/A	2/17/22	N
Reinman, Sally		TCD	\$70.00	1719		N
Rollinger, Wakako		TCD	<i>Support</i>	N/A	2/17/22	
Saldin, Tom		MCD	\$70.00	1531	2/26/22	N
Sheibani, Sasan		MCD	\$70.00	2102	3/14/22	N
Sommer, Barbara		TCD	\$70.00	5972	2/18/22	N
Steinicke, Dorothy	Hero, Chris	TCD	\$140.00	8073	2/28/22	Y
Strong, David		MCD / TCD	\$70.00	2188	2/17/22	N
Strouse, Nancy		MCD	\$70.00	2752	3/10/22	N
Weeks, Frank	Weeks, Yannina	TCD	\$140.00	3709	3/23/22	Y
Williams, Megan	Lee, Jon	TCD	\$140.00	7911	3/11/22	Y
Zollo, Erica		MCD	\$70.00	169	2/28/22	Y
			\$2,660.00			

Gear for the event

The standard gear used for the event is stored in the tack room at Topanga State Park. Certain items, such as consumables will need to be purchased prior to the event. Again, Karin Benson is typically overseeing the storage of the gear for the event. A committee member, or volunteer will need to bring all the items to Malibu Creek State Park the Thursday or Friday morning prior to the event. Storage of the items can be arranged with Malibu Creek Docents if the items are brought down prior to Friday morning.

Items on hand in the Tack room:

- Signs for the event (directions, parking and so on)
- Registration Table
- Registration Bin (to keep extra forms for last minute registrations, extra schedules and so on)
- Propane Stove
- Battery operated lanterns
- Charcoal grill liners & Charcoal grill Chimney (charcoal starter)
- General kitchen utensils (knives, tongs, napkins)
- Dish washing bins
- Chlorine Bleach and Dish Soap
- Hand Sanitizer
- Water Filter
- Water Storage container/dispenser
- Large kettle to boil water
- Extra paper plates / plastic utensils
- Paper towels/napkins
- First Aid Kit - Update prior to each event



Some of the
FEW Gear shown in the
holding shed at MCSP

Items that need to be purchased prior to the event*:

- Batteries for the lanterns
- Fuel for the stove
- Charcoal
- Firewood (if conditions allow for campfires) (normally donated by MCSP Docents)
- Newspapers (to help start the charcoal chimneys and campfire)
- Water/other drinks for the presenters
- Snacks for the Presenters
- Instant Coffee (if desired)
- Tea Bags (if desired)

*Some items may be left over from the previous year, check prior to purchasing anything.

Setting up & during the event

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One of the committee members (ideally all members help) set up the event as follows:

A week or two prior to the event:

- Go through all FEW gear stored at Topanga State Park (most gear is stored in the tack room at the park, some gear, such as stove fuel is stored in the hazardous materials room). Contact Karin Benson to help guide you through locating all the FEW gear.
- Make sure all gear is operational and in good condition, replace as necessary.
- Clean any gear that needs cleaning.
- Replenish charcoal and other BBQ items such as foil and disposable grilling pans.
- Replenish other consumables as needed (stove fuel, fire wood, batteries, soap, bleach, tea and such). Note: Firewood is usually donated by MCSP Docents and picked up from the camp host.
- Update the First Aid kit as needed (this is normally kept at the check-in table or at the kitchen area).
- Gear may be moved to MCSP storage locker at this point or a day or two prior to the event. (contact the MCSP board president to arrange use of the storage locker located by the restroom building closest to the administration building)
- Print out all materials needed for registration/check-in. NOTE: Because we put a two week prior to the event deadline for registration, we normally do not see any late registrations. The table is mostly for check-in's, however, there should be a few forms for late registration as follows: Registration forms / Waivers / Blank Parking Passes / event schedules. Checks only, no cash for late registrations. See additional Registration Table supplies below.*
- Print and laminate two or three event schedules to be posted around the group site for attendees to view.

Friday of the event AM:

- Pick up ice for the coolers.
- Pick up drinks and snacks for the presenters. Be sure all food is stored in such a way to prevent wildlife from eating presenter and attendee food without permission.
- Pick up firewood from the camp host (provided fires are permitted)

Friday of the event 1:00

- Give presenter list to the Kiosk personnel at MCSP.
- Collect the event direction signs from the MCSP storage locker and place along the road to the group site.

*Registration table supplies: List of registered attendees / blank registration forms, waivers and parking passes / name tags (for those without a docent name tag) / pens, pencils, felt tip pens / paper clips / stapler / tape (scotch tape and duct tape) / thumb tacks / 3x5 cards / rubber bands / note pads / laminated copy of the weekend schedule.

Setting up & during the event

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Friday of the event 2:00

- Collect all gear from the MCSP storage locker and move to the group site. Place all gear in the covered area at the lower restroom building.
- Put signs up in the group parking lot holding the two closest parking spots for presenter unloading/loading. These two spots should be the spots closest to the trail/locked gate leading up to the group site. NOTE: the facility does not allow anyone to drive up to the campground area. Cars must be unloaded in the parking lot and gear hand (or wagon) carried up to the campground.
- Move coolers and all kitchen gear to the kitchen area located on the side of the lower restroom building. (volunteer kitchen staff will set up)
- Stage table and chairs for Saturday registration/check-in at the covered area of the lower restroom building.
- Arrange Picnic Tables so there are at least two to three teaching areas that do not interfere with each other. Far enough away so groups can not hear the other group. Tables are heavy, this is a group effort.

Saturday morning of the event: (approximately 45 minutes prior to event start)

- Set up registration table to be manned by two volunteers.
- Parking lot volunteer, showing people where to park and setting up a center row for cars to park. This should not be needed on Sunday morning since most will understand how to park from Saturday.
- Volunteers (or hired help) in the lot to help presenters move their gear to the event area.

During the entire event:

- Be sure presenters are offered snacks and drinks
- Keep up with producing filtered water (we have a filtered pitcher and containers to store filtered water) for attendees during the event.

Saturday evening:

- Kitchen staff volunteers should prepare the dish washing items (sponges, tubs with bleach and so on)
- About 30 minutes prior to dinner time, charcoal lighter volunteer will fill and ignite the charcoal chimneys and get the BBQ going.
- Give attendees 15 minutes notice prior to the evening campfire presenter.
- Have the Fire Lighter volunteer start the campfire 15 minutes prior to the evening presenter
- The fire should be watched after the end of the presentation until it is completely out.
- One or more committee members will overnight with the attendees camping out.

CONTINUED

Setting up at the event

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Sunday morning: (approximately 45 minutes prior to event start)

- Volunteers (or hired help) in the lot to help presenters move their gear to the event area.

Sunday afternoon/evening:

- Clean up party will clean up and pack up the FEW gear after closing talks.
- Attendees are welcome to camp one final evening.
- If a Topanga CanyonDocent is willing to load up their car with the FEW gear and take it back to the Topanga Tack room, do it at this point. Otherwise move the FEW gear back to the MCSP storage shed for transport to Topanga SP later in the week.
- Attendees camping over Sunday night are aware that all supplies will be their responsibility, FEW gear will not be available for use after the cleanup party.

After the Event

After Event:

- Clean gear and store back in the tack room at Topanga State Park. Note any damaged gear that needs to be replaced. Remove batteries from lanterns and store with the lanterns.
- Email a “Thank You” to each presenter (within one week of the event end)
- Email a “Thank you” to each volunteer (within one week of the event end)
- Turn in all expense receipts (scans are okay) to the treasurer, so final accounting can be balanced.
- Treasurer will finalize all accounting and, if both organizations are involved, a check for half the profit (or bill for half the loss) will be sent to the other organization.
- Committee meeting to discuss what worked, what did not, and what could be done differently next year. This meeting should take place soon after the event while everything is fresh in the minds of the committee members.
- Discuss, with the Topanga Canyon Docent Board: FEW participation, profit and any notable changes to be made next year.
- Write post-event article for the Docent Newsletter (the same article can be submitted to both docent organizations for publication in each of their newsletters.
- Decisions on the next Chair/Co-chair and Committee members should be made, those who would like to remain on the committee and new members solicited to fill the voids.
- Optional: Survey attendees regarding their “likes and dislikes” of the event.