

HOW TO CLOSE OUT AND COMPLETE UP A FIELD TRIP

Hello Field Trip Leaders,

Thank you again for your volunteerism, and taking the time to read and understand how to correctly close out and complete a field trip. As you may not be aware, the website has a few bugs (which I have been told are being fixed), and therefore it is important to follow the step-by-step guide on how to correctly close out a field trip.

SKILLS BADGES RECEIVED AT A FIELD TRIP

FT 1 Prep/ FT 1 – none

FT 2 – Top rope belay certified and belay escape

FT 3 – Snow camping

FT 4/FT 4 Prep- none

FT 5 – Lead belays certified and Rappels

FT 6 Prep – none

FT 6 – crevasse rescue

FT 7 – crampon travel, snow travel (this includes ice axe arrest)

Step 1: From the main field trip page, click the roster button to get to the listing of students and instructors.

The screenshot shows a web browser at <https://www.mountaineers.org>. The page title is "FIELD TRIP: BASIC CLIMBING COURSE Tacoma Basic FT 4 - Rock I - Mountaineers Tacoma Program Center". The breadcrumb trail is: Home > Locations & Lodges > Tacoma Branch > Committees > Tacoma Branch Climbing Program > Course Templates > Basic Climbing Course - Tacoma > Activities > Tacoma Basic FT 4 - Rock I - Mountaineers Tacoma Program Center. The "Roster" button in the navigation bar is circled in red. A green box at the bottom right contains the text "REGISTRATION STATUS".

Step 2: Update BOTH the instructor and student roster (adding or removing people that were or were not there). PLEASE CANCEL students and instructors that did not show up, do not mark them as no show.

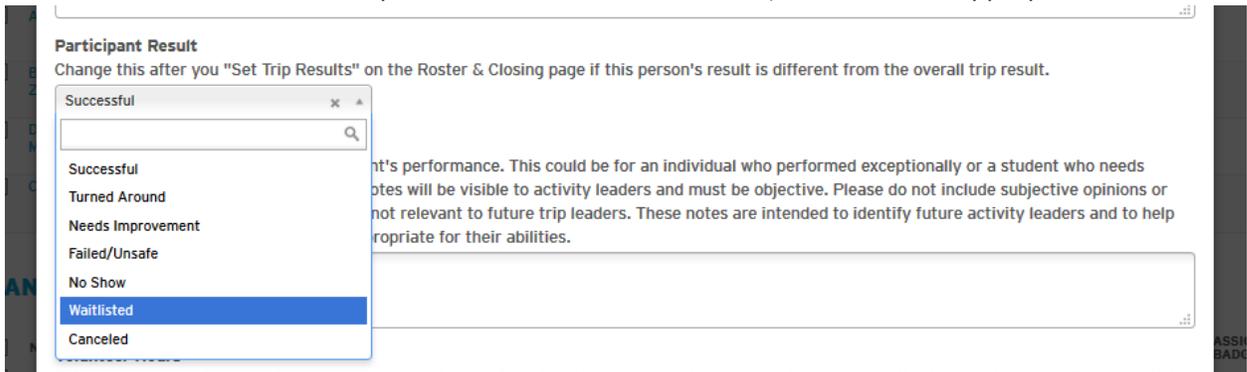
Step 3: Scroll to the bottom of the roster page to the “Set Activity Result” part.

- A. Change the trip result to successful (assuming you had the field trip and it wasn’t cancelled)
- B. Add the Volunteer Hours for the instructors
NOTE: Make sure to add more volunteer hours for yourself as you had admin work (send emails, write the trip report, etc.) to do also
- C. Fill out any Incident Reports.

Step 4: Hit save

Step 5: Passing/failing students

- A. If all students were successful go to step 6.
- B. If you had students that failed or needs improvement:
 - 1. Go back up to the Student roster, finding the specific students name.
 - 2. Click the edit/cancel link next to their name and the specified student’s field trip information page will pop up.
 - 3. Scroll down to find the students “Participant Result” drop down (please only use the successful/need improvement/failed-unsafe criteria) and select the appropriate result.



- 4. In the text box below labeled “Participation Notes” please remark why the participant was given the specified result.
- 5. If your field trip included testing of an essential or critical skill the student’s skills badge should be removed. These will show up in the “Badges to Assign” section of the student field trip profile page.

Badges to Assign

These badges will be granted to this user when the activity is closed.

- 6. Click the save button at the bottom of the student’s field trip information page.
- 7. Repeat these steps for every student that needs improvement or failed. Then move on to step 6.

Step 6. DO NOT HIT SAVE! If you do hit save, you will need to repeat Step 5. Otherwise, click the “close activity” button and move to step 7.

Step 7. Go back into the roster and make sure:

- a. The instructor and student rosters are correct
- b. Student status' are correct
- c. Volunteer hours were given
- d. Participation notes were updated/added
- e. Skills badges were received and only successful students receive the correct badges.

Step 8. Send emails to:

1. Critical skills Chair, Records Chair, and Basic Chair on who failed/needs improvement.
2. For failed students - Email the student (and mentor if you know who they are) regarding what they failed, why they failed, and what they need to do to pass

Step 9. Within the week following your field trip please fill out:

1. Field trip report – email it to the basic chair, records chair, and field trip chair
2. Field trip reimbursement form – email it to the basic chair

Step 10: Pat yourself on the back and take pride for a job well done.