

CONNECTICUT BOTANICAL SOCIETY, INC.

INSTRUCTIONS FOR FIELD TRIP LEADERS

Dear Field Trip Leader:

Thank you so much for agreeing to lead a field trip. We're sure it will be enjoyable and educational. Aside from the obvious job of getting people around the site, the leader has three other responsibilities:

**Sign-in sheet.** Download from CBS website. Please email a copy of the sign-in sheet to [mailto:connecticutbotanicalsociety@gmail.com?subject=CBS Field Trip Attendance Sheet](mailto:connecticutbotanicalsociety@gmail.com?subject=CBS%20Field%20Trip%20Attendance%20Sheet)

**Species list.** It is customary to keep a list of all species seen, to the extent possible. It is very likely that you can find a volunteer to do this. The list should be sent, either electronically or on paper, to the Chair of our Herbarium Committee, Patrick Sweeney, at [Patrick.Sweeney@yale.edu](mailto:Patrick.Sweeney@yale.edu).

Please stress to the list keeper the importance of using the names in our own CBS publication: *Native and Naturalized Vascular Plants of Connecticut*. If anyone doesn't have a copy, it's available on line at <https://sites.google.com/a/conncoll.edu/vascular-plants-of-connecticut-checklist/home/electronic-versions-of-connecticut-checklist?authuser=0>. It may be cumbersome to look up the new names, but we need to be current and consistent.

**Yearbook Report.** This should be anywhere from one to a few paragraphs, describing the site, the dominant vegetation and any highlights. See past yearbooks for models. If you don't feel you'll have time to write this, feel free to seek a volunteer. Again, it is imperative that we use the names in the CBS checklist. Please send yearbook reports PROMPTLY to: Joyce Hemingson at [jhem1022@gmail.com](mailto:jhem1022@gmail.com).

It is easy to put off writing this report but remember that Pat assembles them as a volunteer and your promptness will relieve her of much aggravation.

If you have never led a CBS trip before, you might find it a bit chaotic, as people go at varying paces and have varied interests and levels of knowledge. Don't worry; it all works out. It will also be fairly slow as people tend to stop for many plants. If you have a destination, feel free to move the group along. Once you get started, it is helpful to leave directions (if necessary) on a windshield or some other place where latecomers might see them.

We have enclosed name tags, which could be useful, but the decision is yours whether to use them. We thank you again and wish you good weather and a good trip!

Gail K Reynolds  
CBS Field Trip Chair