

Friends of the Lakeshore Nature Preserve Field Trip HOST Protocol (3/8/2023)

- Prior to the event,
 - Study the UW-Madison Lakeshore Nature Preserve Field Trip Leader/Educational Event Host Guidelines packet. Sign the release of liability on the last page and send to Bryn Scriver.
 - Print attendee sign-in sheets¹ (from our website's Documents page) and complete the first row with your own information as a model.
 - Wear your Friends name tag, and bring
 - Friends brochures, a few newsletters, and lists of future field trips
 - Sign-in sheets, clipboard and pen
 - Camera/cellphone
 - Water, binoculars and insect repellent (in season)
 - The UW-Madison Lakeshore Nature Preserve Field Trip Leader/Educational Event Host Guidelines packet
 - Enter the emergency phone contacts from p. 5 of that packet into your phone.²
- Arrive 10 minutes early to coordinate with the field trip leader.
- Welcome attendees on behalf of the Friends
 - Briefly introduce the Friends organization, its goals and mission (see top of Friends brochure)
 - Describe the UW Lakeshore Nature Preserve.³
 - Introduce the field trip leader.
 - Pass around the attendance sheet (Data is only for Friends use).
- Take relevant photos on the hike. Ask attendees and parents of minors for permission to use their images in Friends publications and on our website.
- At the hike's conclusion, ask the participants to join you in thanking the field trip leader and announce the next few Friends field trips. Give brochures to interested nonmembers and encourage them to join the Friends.
- Submit **photos**, **attendance list**, and a **summary**⁴ to Field Trip Chair (holtzhalvorson@gmail.com) and Webmasters (wvuyk@wisc.edu, anne.pearce@wisc.edu)
- Thank the field trip leader in writing via email or snail mail, within a week.

¹To print the **attendance sheets**, go to our website,

<https://www.friendslakeshorepreserve.com>

Scroll to the bottom of the Homepage and click on **Documents**

A black box appears: "This area is password protected

Please enter the password below:"

Enter "20board20"

On the Documents page, on the top of the right-hand column,

click on **Field trip sign-in sheet**

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Contact Information

Lakeshore Nature Preserve	608-265-9275 (office)
Preserve Program Manager (Laura Wyatt)	608-886-2269 (personal cell 24/7)
Volunteer Coordinator (Bryn Scriver)	608-220-5560 (work cell phone)
UW Police Department (non-emergency)	608-264-2677



In an emergency, always dial “911” first.



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Description of the Lakeshore Nature Preserve from p. 6 of the packet

The 300-acre Preserve is located primarily at the northwestern edge of the UW-Madison campus, and represents approximately 1/3 of the total acreage of the main campus. The Preserve protects the largest stretch of undeveloped shoreline on Lake Mendota--4.3 miles of shoreline or 1/5 of the lake’s total circumference. In addition, the Preserve supports a variety of plant communities, including woodlands, wetlands, and prairies.

The Preserve is a beloved part of the UW-Madison campus and is used for research, teaching, and recreation by members of the campus community and the wider community of people visiting campus. The Preserve’s proximity to campus makes it an ideal place for students to conduct field research, provide service-learning opportunities, and perform independent study.

The Preserve is the largest outdoor classroom on campus. Preserve staff facilitate 75+ research and teaching projects each year from many UW departments and programs.

The Preserve is supported through gifts to the Wisconsin Foundation and Alumni Association and through organizations like the Friends.

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The Summary can be long or short, but it should include

- The name of the leader and of the trip
- The number of attendees
- Highlights of the trip. Check the website, <https://www.friendslakeshorepreserve.com/people--events>, for examples, but make it your own.