

POINT REYES BIRDING & NATURE FESTIVAL

FIELD VOLUNTEER TRAINING



Welcome

Thank you for volunteering for
the Environmental Action
Committee of West Marin's
(EAC) annual fundraiser, the
Point Reyes Birding
& Nature Festival.

We are looking forward to having
a hoot with you this April!



Training

This online training will take about 15 minutes to complete and covers:

- Pre-Event Planning & Packet Pick Up
- Day of Event Procedures
- Post Event Follow Up



Pre-Event Planning

Know Your Event(s)

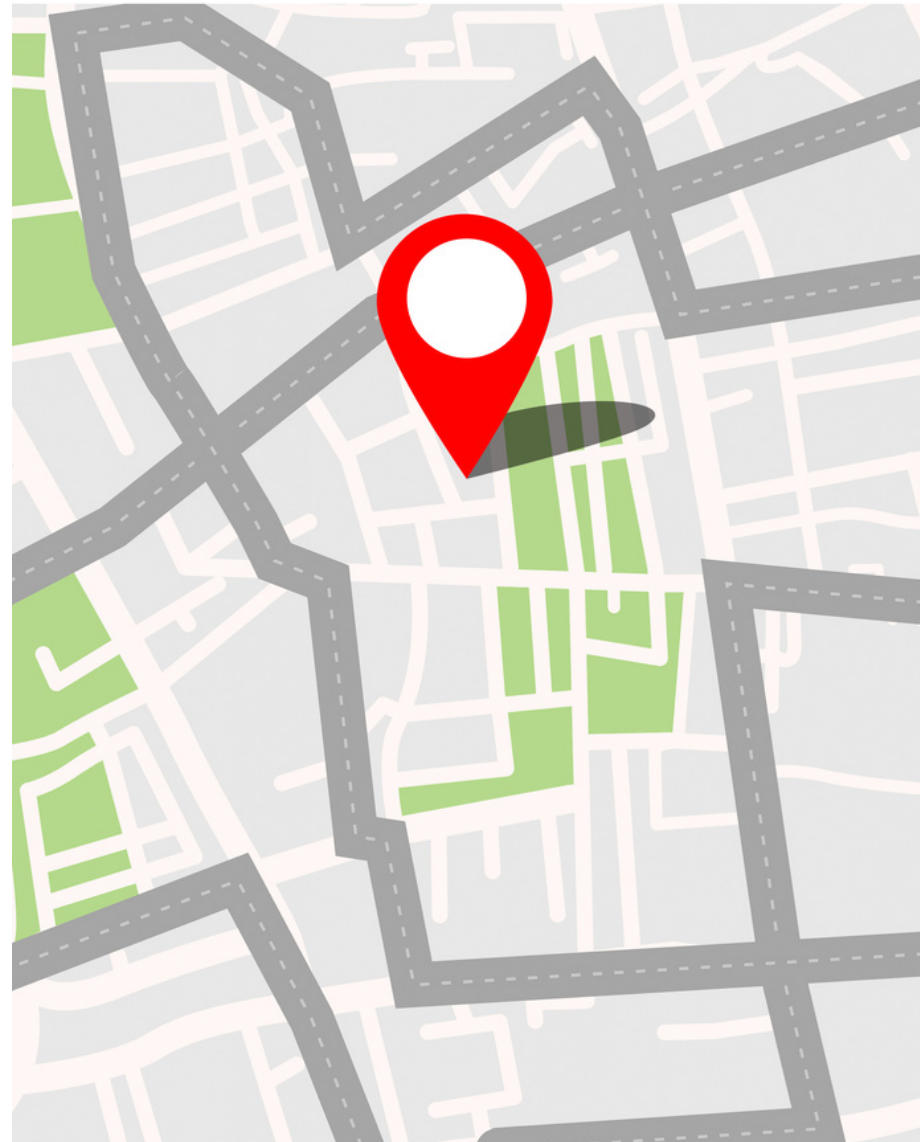
- Check your volunteer email confirmation for your field event(s) registration.
- Each field event is listed by number.
- Read the full event descriptions (Google doc), guide bio, meeting location, etc. online at pointreyesbirdingfestival.org > Schedule of Events.



Pre-Event Planning

Mapping Your Arrival

- Check meeting location(s) for each event you are scheduled to volunteer for.
- Know your route and timing to the meeting location. Contact staff if you see any serious road delays or closures we may not be aware of.
- Give yourself plenty of time to reach the meeting location **15 minutes prior** to the scheduled arrival time.



Pre-Event Planning

Contact the Guide

- We will provide you with a Guide and Volunteer Contact Sheet.
- Prior to the Festival weekend, contact the guide for your registered volunteer event(s) to briefly:
 - Introduce yourself.
 - Discuss and plan the event flow (including opening and closing of the event and breaks).
 - Plan lunchtime/restrooms opportunities.
 - Ask questions.



Pre-Event Planning

Picking Up Your Packet

- Pick up each event packet at the EAC office *the week prior to the Festival.*
- Packet pick-ups can be scheduled at the end of this training.
- Packet includes:
 - Participant Roster/Check-In Sheet
 - Group Liability Form
 - Welcome & Closing Scripts
 - Emergency Contacts & Basic First Aid Kit
 - Name Tags & Pens
 - Tickets to sell in the field (Rare)
 - Guide & Volunteer Shirts



Pre-Event Planning

What to Bring

- Wear your volunteer shirt to identify you in the field.
- Wear layers and closed-toed shoes, and bring rain gear. Events are rain or shine.
- Bring a fully charged mobile phone for emergencies (dial 911), and to take photos.
- Bring lunch, snacks, and a water bottle.
- Binoculars when appropriate.
- Optional: camera, sunscreen, a hat, or other items listed in the event full description.



Day Of Event

It's Festival Weekend, Now What?

Now that we discussed how to pre-plan for the event, let's discuss your responsibilities in the field.



Day Of Event

- **Arrive 15 minutes ahead** of the scheduled meeting time.
- **Connect with the guide**, and review the event flow.
 - Provide the guide with their shirt, and name tag, have them sign the group liability waiver, and give them the thank you envelope if in the packet.
- **Prepare for Attendees**, put on your name tag, and prep the roster and group liability form.
- Locate restrooms or other key locations.
- **Welcome participants** as they arrive.
 - Check them in using the roster.
 - Have participants sign the group liability waiver.
 - Hand out name tags.



Day Of Event

Guide Responsibilities:

- Give participants 15 minutes after the start time to arrive if needed.
- Provide the field volunteer time to check people in, collect liability signatures, and introduce the event and guide.
- Set the tone of the class.
- Be knowledgeable of, and adhere to all park/location rules and regulations (no bird calls, respect ranches, etc).
- Plan and lead the educational event.
- Encourage and answer questions.
- Provide breaks (snack or lunchtime if applicable)/pit stops (restroom).
- Keep the group together and engaged.
- Support the field volunteer.



Day Of Event

Volunteer Responsibilities:

Prior to the Arrival of Attendees

- Hand out Guide Shirt & Thank You Envelope

Start of the Event

- Check in participants
- Have attendees sign the group liability waiver.
- Hand out name tags.
- Welcome attendees
- Introduce guide & title of the program



Day Of Event

Checking People In

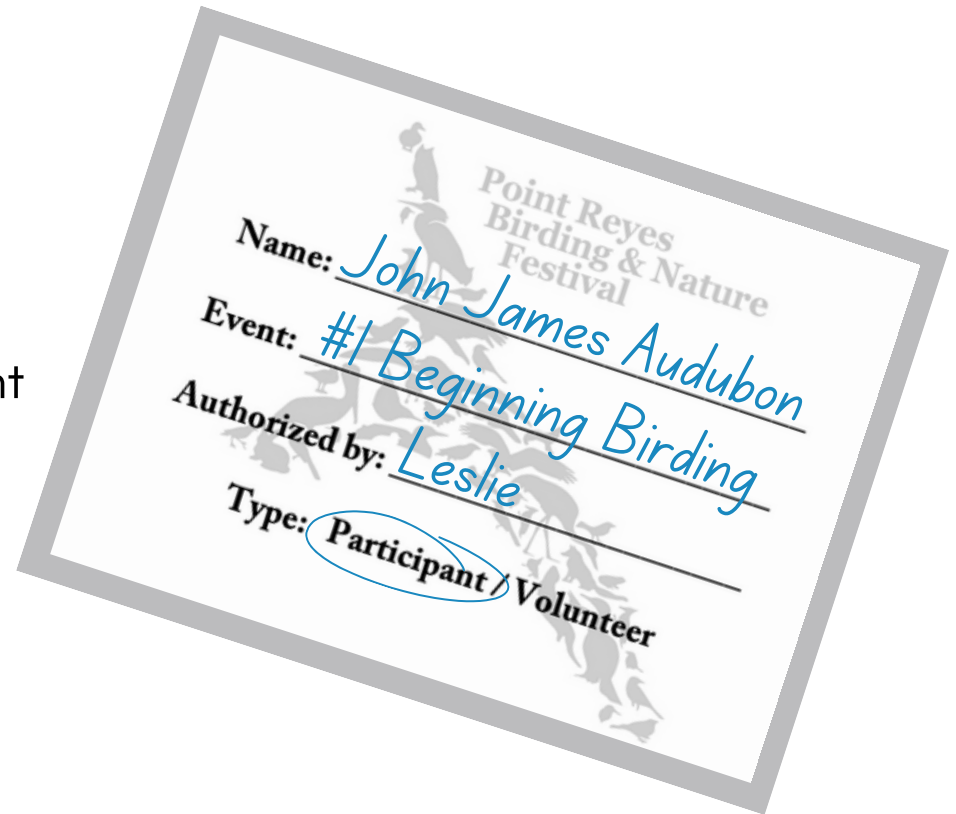
- Find the participant's name on the roster.
- Have participant sign liability waiver.
- Distribute name tag.
- Check participant off your list once steps above are completed.
- *Everyone arrived?* Let the guide know.
- *Someone missing?* Wait up to 15 minutes for late guests, then continue without them and make a note on the roster.



Day Of Event

Participant Not on the List? But they say they have a ticket...

- If there are tickets available for the event after closing online sales, NEW participants may arrive with a paper ticket purchased from our office, or you may be contacted by staff to add them to your roster.
- Add them to the roster and follow regular check-in procedures.



Day Of Event

Participant Not on the List?

If the event is SOLD OUT:

- Check your event folder sticker to see if the event is sold out.
- If sold out, they are not able to attend. Sorry!
- Hand them a brochure and invite them to join us next year AND visit the EAC office in Point Reyes Station to see what tickets are available.

OR.....



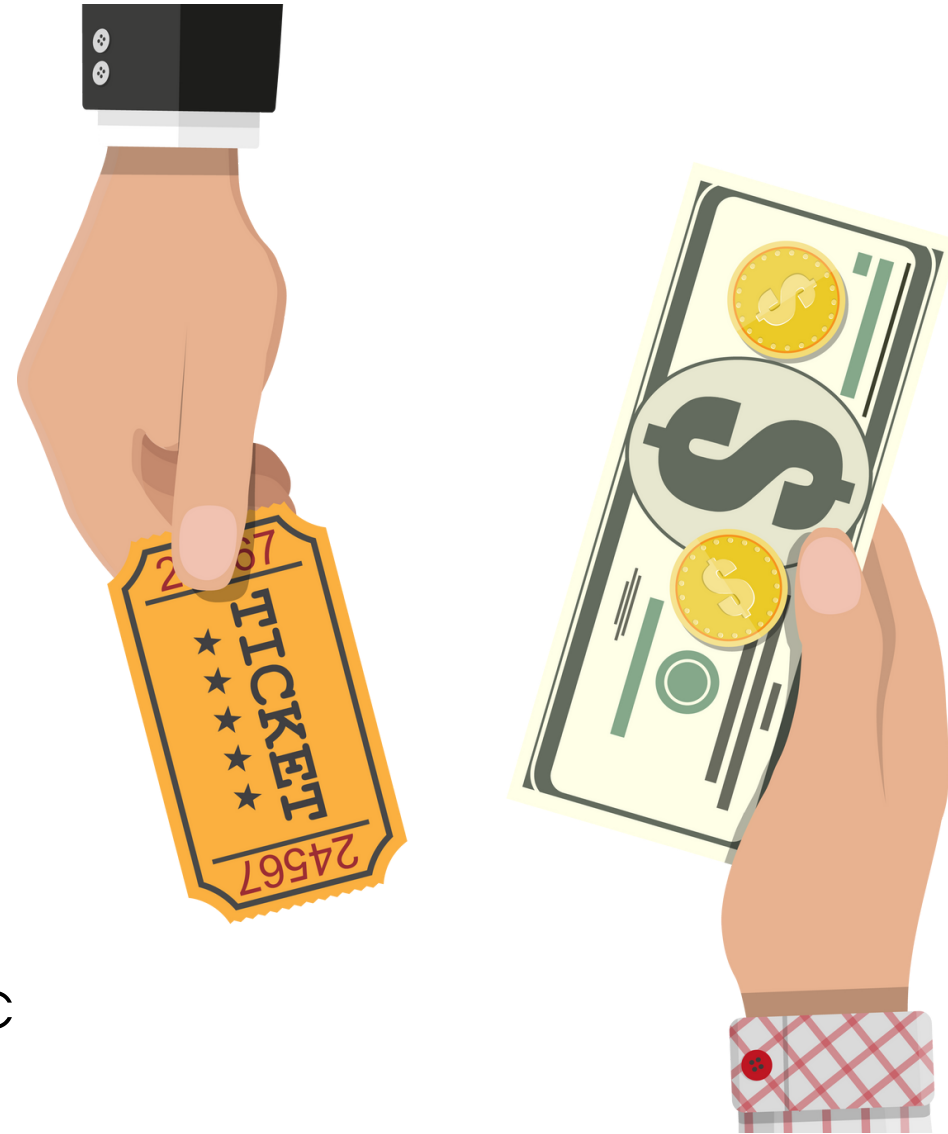
Day Of Event

Participant Not on the List?

If the event is Not Sold Out:

Selling a Ticket in the Field is RARE.

- Check the ticket price on the field packet and sell space in the field.
- Collect each NEW participant's name, email, phone number on the roster.
- Collect payment.
 - Check made out to EAC, or
 - Credit card number including date/year and 3-4 CVV numbers on the back.
- When returning the packet advise the EAC team of any field payments.



Day Of Event

Once everyone is checked in....

Welcome & Thank You Script

We will provide a green sheet in your field packet for how to welcome the group and introduce the guide, and close the event with a thank you.

In your pre-planning, make sure to discuss with the guide how to best approach the welcome and thank you.



Day Of Event

Before you head out on the trail:

- **Determine who wants to record the bird/wildlife checklists during the event.**
This can be you, an attendee or the guide.
- Be sure to get the checklist back and into your field packet before you return.



Day Of Event

It's the **VOLUNTEER's** Responsibility To:

During Event

- Document the event with photos & soundbytes or "Things Heard on the Trail".
- Follow Last On The Trail (help keep the group together).
- Help attendees with questions.

On the Trail

- Passers-by may be interested in what your group is doing. Drop to the side and let people know this is a private event, and provide them with a handout for how they can participate in the future.



Day Of Event

Documenting the Event

- Use mobile phone or camera to take pictures of:
 - Landscapes & wildlife.
 - Guides in action.
 - Attendees group shots.
- Jot down relevant positive, negative, or funny "things heard on the trail." These may help the EAC Team with learning lessons or provide fun marketing tools for the Festival.



Day Of Event

In Case of an Emergency

Guide no-show or other event-related issue needing immediate attention?

- Contact the EAC Team using the emergency numbers on the red sheet.

For a real life-threatening emergency, call 911

- Or send someone for help if cell service is unreliable.
- Contact EAC Team when time allows.

Minor bandaid issue?

- Use the basic first aid kit provided.

***Document on roster who and what happened for our records.**



Day Of Event

Ending the Event with THANK YOU

- Once the guide has ended the trip, if possible gather attendees before they leave to thank them (see script in Volunteer Packet). Example:

The EAC team would also like to thank you for your event support, and we encourage you to stop by the Bird Hub aka EAC office to check out the art show, and get any swag left at 65 Third Street in Point Reyes Station.



Post Event

Post-Event

Return Field Packet including:

- Rosters, bird/mammal checklists, liability forms, pens, clipboards, first aid kits, etc.

to:

EAC Office
65 Third Street, Suite 12
Point Reyes Station, CA 94956

Or mail to:

EAC
PO Box 609
Point Reyes Station, CA 94956



Wrapping Up

- Complete the Google Form to complete your training and schedule your packet pick-up.
- Contact us if you have any questions!

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