



## Guidelines for Foray leaders

### Revised April 2010

- 1) At least one month in advance, give the AMC Secretary your contact details, the carpool location, and the meeting time. The foray notice will ask participants to contact you if they want more information (or you can request advanced sign-up and notify attendees in case of changes/cancellation).
- 2) If the number of participants has to be limited, keep a list of people registering for the foray (tip: if the foray is full keep a waiting list – a few people will likely drop out.)
- 3) Try to line up at least one fairly knowledgeable person to assist in identification and to help guide beginners on the foray.
- 4) If possible, visit the foray site a few days in advance to check accessibility and line up two or three promising foray routes.
- 5) Arrange for someone to bring field guides, tables (if needed), paper plates, marking pens, and trash bags. (Charlotte Caplan keeps two folding tables, plates & pens).
- 6) At the carpooling site:
  - Make sure all participants sign the [attendance list](#) which is also a waiver form (tip: use a clipboard)
  - Maximize carpooling. Suggest that passengers help with the cost of gas.
  - Make sure all drivers have directions to the foray site.
- 7) At the foray site:
  - Organize groups by foray route
  - Make sure beginners know what to do and are not left on their own
  - **Fix a definite return time and make sure everyone knows it.**
- 8) If expertise is available, identify as much of the collection as possible, and set the mushrooms out on labeled plates for everyone to see.
- 9) Leave the foray site clean.
- 10) After the foray send a short report and a list of the identified mushrooms to Charlotte Caplan. We keep a cumulative inventory of species collected on each foray which is posted on the club's website. Digital photos of mushrooms and foray participants are welcomed. Send those to Charlotte or directly to webmaster [Olga Katic](#).
- 10) If you are prevented from attending you should arrange for someone else to take your place. If the foray has to be canceled, someone should be at the carpool site in case anyone shows up.





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