

National Association of Geoscience Teachers  
Far Western Section  
(Revised, September 14, 2012)

**Additional Field Conference Information**

PUBLICITY

- 1) FWS Newsletter – As soon as the dates are set please contact Crystal Hootman, FWS 2<sup>nd</sup> VP and Newsletter Editor ([crystalhootman@comcast.net](mailto:crystalhootman@comcast.net)). FWS Newsletters are mailed to members twice a year (Winter – January; Summer – June). If possible for a Spring Conference, a tentative schedule of field trips and speakers should appear in the Summer newsletter prior to the conference with a final version in the Winter newsletter. If possible for a Fall Conference, a tentative schedule of field trips and speakers should appear in the Winter Newsletter with a finalized version in the Summer newsletter.
- 2) FWS Web Page and Blog – <http://nagt-fws.org>, and <http://nagt-fws.blogspot.com>. As soon as the dates are set please contact Garry Hayes, FWS webmaster ([hayesg@mjc.edu](mailto:hayesg@mjc.edu)), so he can post the information on the web site. Provide Garry with updates as they occur
- 3) With enough lead time you might also get an announcement published in the Journal of Geoscience Education or placed on the National website. Contacts:  
[Cathryn Manduca](mailto:cmanduca@carleton.edu), Executive Director, [cmanduca@carleton.edu](mailto:cmanduca@carleton.edu), 507-222-7096  
[Linda Goozen](mailto:lgoozen@carleton.edu), General Inquiries, [lgoozen@carleton.edu](mailto:lgoozen@carleton.edu), 507-222-5634  
[John McDaris](mailto:jmcdaris@carleton.edu), Website Inquiries, [jmcdaris@carleton.edu](mailto:jmcdaris@carleton.edu), 507-222-5749
- 4) A final schedule and registration information should be sent to all FWS members. A list of the membership can be provided by the president Paul Troop, [paul.troop@sbcglobal.net](mailto:paul.troop@sbcglobal.net)
- 5) If possible, registration information should also be sent to local K-12 geoscience teachers and/or local science teachers organizations and support groups and other individuals and groups that you think would be interested in attending.

FIELD GUIDES

Each conference produces a Field Guide that is part of the registration fee for participants. In the past, approximately 50 extra field guides have been printed (and paid for out of conference fees). Because we now are working with Sunbelt Publishing to produce the guidebooks, please contact Paul Troop as soon as possible for guidelines for publishing the guide (Paul Troop, FWS Publications Coordinator, [paul.troop@sbcglobal.net](mailto:paul.troop@sbcglobal.net)). Sales of conference guides support three annual scholarships (currently \$750 each) for geosciences students in the FWS.

SEED MONIES

Seed monies to cover the costs of deposits (buses, banquet rooms etc.) can be obtained from Greg Wheeler, FWS Treasurer, [wheelergr@csus.edu](mailto:wheelergr@csus.edu)

FEES

Fees should cover costs of mailings (if any), field guides (plus the 50 extra), field trips and other conference expenses. Banquet fee is normally separate from conference registration fee. Friday night BBQ (optional) is sometimes covered by a separate fee . . . some participants do not arrive until later in the evening. Continental breakfasts Saturday and Sunday morning, if provided, are usually part of the conference fee. Late registrants are sometimes “penalized” with a higher fee.

Students are usually given a reduced fee structure (partially offset by FWS – check with Leona Fisher). FWS always welcomes and hopes for slight “profits” from conferences but the goal is to break even (returning all seed monies and providing the field guides) and keep fees for attendees as low as possible.

DEADLINES

Registration deadlines should be set in order to have the ability to downsize banquet arrangements and field trip transportation (busses to vans) to minimize monetary losses should participant numbers not meet expectations. Late registrants need not be assured a spot of a particular field trip/workshop or a place at dinners.

## NORMAL SCHEDULE OF EVENTS

Friday: Late Afternoon-Early Evening – Registration

[Some conferences have an informal BBQ ]

Evening Speaker and Field Trip Information

Please schedule a room for FWS meeting (10-15 people) after the speaker

Saturday: All Day Field Trips/Workshops

Banquet and Speaker [Banquet is normally a separate (optional) cost not included in the conference registration fee]

Sunday: Half Day field Trips/Workshops

## SAFETY AND LIABILITY

The safety of meeting participants is always of highest priority. If, despite our efforts, an accident happens, the Far Western Section carries supplemental insurance through the national organization. Please contact the treasurer Leona Fisher for additional information. Sponsoring institutions sometimes require liability waivers. We recommend that the form include the Far Western Section. A sample of a liability waiver can be found on the last page of this document.

## QUESTIONS

Should you have questions, do not hesitate to contact one of the following FWS executive board members:

Garry Hayes, Conference Advisor, [hayesg@mjc.edu](mailto:hayesg@mjc.edu) , 209-575-6294

Paul Troop, President [paul.troop@sbcglobal.net](mailto:paul.troop@sbcglobal.net)

Greg Wheeler, Treasurer [wheelergr@csus.edu](mailto:wheelergr@csus.edu)

Paul Troop, Publications Coordinator, [paul.troop@sbcglobal.net](mailto:paul.troop@sbcglobal.net)

## Field Trip Waiver and Release Agreement

I, the undersigned, request participation in the *(Name of Event/class)* activity which will be held *(Date of trip)*, sponsored by the *College, Name of club*. (hereinafter referred to as the "activity").

Knowing and understanding the risks involved with participation in the activity, I hereby voluntarily and willingly assume full and complete responsibility for all losses and damages, including injury, illness and death, resulting from my participation in the activity, including transportation to and from the activity. I agree I am financially responsible for any losses and damages resulting from my participation in the activity.

I certify that I am in good health and have no medical condition preventing my safe participation in this club activity. I agree to use my personal medical insurance and consent to emergency medical treatment in the event such care is required.

In consideration for *College* allowing me to participate in the activity, I hereby waive all claims or causes of action against the *College District; College*, its auxiliary organizations, and the officers, employees, volunteers, and agents of each of them arising out of my participation in the activity and hereby release from all liability in connection therewith.

I have read this waiver and release agreement and understand the terms used in it and their legal significance. This waiver and release is freely and voluntarily given with the understanding that right to legal recourse against the Activity Contact and Facility Owner is knowingly given up in return for allowing my participation in the club activity. My signature on this document is intended to bind not only myself but also my successors, heirs, representatives, administrators, and assigns.

Adult Participant's signature	date	
Participant's Name (print)	(Area code) Phone number	
Parent's signature *(required for participants under 18)	date	
Participant's Address	City/State	Zip