

**Management of the EMG Outings Program****Procedure 03.01**

Approval By: EMG ExCom

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**1.0 Purpose**

This document defines elements of the Eastern Missouri Group (EMG) outings program and how the program is managed by the Outings Committee (OC). Online resources and the Outings Leader Handbook contain much detail related to outings. This procedure does not attempt to duplicate this detail. It does draw attention to some National Sierra Club (NSC) requirements and it details some methods unique to the EMG.

**2.0 Leaders**

- 2.1 The OC recruits, supports, and trains leaders for the EMG Outings Program. Although outings leaders must be SC members, recruiting from other interested public should not be overlooked.
- 2.2 The requirements for being an outings leader can be found in the Outing Leader Handbook and also in the NSC document, "Leader Standards for all Outings Leaders."
- 2.3 EMG Leaders must meet all NSC training requirements appropriate for the level of outing planned. If a leader met these requirements while a member of another SC group, their training will be accepted as valid for EMG outings.
- 2.4 The EMG requires that prospective EMG leaders successfully co-lead at least one outing with an experienced EMG leader. Leaders trained outside of the EMG are still expected to co-lead at least one outing. This allows the EMG to become familiar with the leader and the leader to become familiar with EMG methods.
- 2.5 The NSC requires leaders to keep their training up to date as defined in the Outings Leaders Handbook. NSC refers to this as maintaining "Currency."
- 2.6 The OC periodically arranges local training to assist current and potential leaders in meeting the requirements of NSC Outings Leaders Training – Basic (OLT 101).

**3.0 The Approved Leaders List**

- 3.1 The OC maintains a list of all EMG approved outings leaders and the status and currency of their training.

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3.2 The EMG Approved Leaders list is located within the NSC LEADERS database.

3.3 All leaders must receive Outings Chair approval before being placed on the EMG Approved Outings Leader list.

### **4.0 Outings**

4.1 The OC encourages approved leaders to lead outing on a regular basis. Leaders may propose outings of their choosing.

4.2 The OC will encourage leaders to plan some outings that will support certain conservation goals or to highlight current environmental topics.

4.3 Approval to lead an outing is a two-step process. First, a leader must be approved and added to the Approved Leaders list. Second, each proposed outing must be approved.

4.4 Outings are approved by the OC Chair. In the EMG, the OC Chair has typically relied on the Outings Coordinator to schedule and post outings. The Outings Coordinator notifies the Chair of all proposed outings prior to publication.

4.5 The OC may conduct outreach at various community activities or SC sponsored events.

### **5.0 Outing Sign-In Sheets**

5.1 Outing Sign-In Sheets and any money collected will be promptly turned in to the OC Chair or the EMG office.

5.2 Outing Sign-In Sheets will be stored at the EMG office. They must be retained for at least seven years.

### **6.0 Publishing Outings**

Outings are published in various media. The publication process is defined in Procedure 04.

### **7.0 Resources**

7.1 Outing Leader Handbook

<http://clubhouse.sierraclub.org/outings/training/intro/outings-leader-handbook/default.aspx>

7.2 Outings Resources

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<http://content.sierraclub.org/outings/volunteer/resources>

7.3 Policies and Guidelines (Outings Extranet)

<http://clubhouse.sierraclub.org/outings/policy/>

7.4 Outing Leader Training

<http://clubhouse.sierraclub.org/outings/training/intro/index.asp#OLH>

7.5 LEADERS database

<http://clubhouse.sierraclub.org/outings/leaders/>

Revision History

01 12/05/14, Original Issue