

Document No. CCGC-PP06		Cañon City Geology Club Policies and Procedures	Version 1 Effective 6/1/2018
---------------------------	---	--	---------------------------------

Geology Classes

Purpose: To ensure safe, educational and fun classes for members of the club.

Authority: The Bylaws of the Canon City Geology Club (hereafter CCGC) and motions enacted by the board.

1. **Scope:** This policy shall apply to any and all classes hosted by CCGC.

2. **Policy:** Classes shall be conducted in the manner described in this document. Any deviation from the procedure must be reviewed by the Field Trip and Class Committee (FT&CC) and approved in advance of the class.
 - (a) Only current members with signed waivers are allowed in classes.
 - (b) Week day as well as week end classes will be offered throughout the winter months.
 - (c) Class instructors are paid a stipend as decided by the board during the creation of the yearly budget.
 - (d) Instructors will be provided with an appropriate classroom, AV equipment, tables, chairs, and other facilities as required for their class.
 - (e) Facilities will be reimbursed for the use of their room, either at their normal fee for non-profit corporations, or a donation as determined by the FT&CC.

3. **Procedure:** The FT&CC will designate organizers for each class. The class organizer will be identified as the primary coordinator of the event. This person shall ensure that all components of the class are fulfilled. These components are defined in this document. A contact person will also be identified. (This person must have computer skills.) All tasks will be done by the class organizer unless otherwise noted.

(a) Preparation:

- The FT&CC will meet annually to plan classes and field trips for the upcoming year and to prepare class and field trip schedules.

- As soon as the yearly class schedule is determined, the FT&CC will contact the instructors to insure they are available and agree to teach the class.

- Compose flyer for distribution to members – at least 3 weeks prior to date of class (see class flyer format)

Document No. CCGC-PP06		Cañon City Geology Club Policies and Procedures	Version 1 Effective 6/1/2018
---------------------------	---	--	---------------------------------

- Arrange for the flyer to be sent to all members. In the flyer note the contact person with phone # and email address.
- Class fees should be obtained at the time of sign-up, or at the next member meeting. They can also be mailed in to the club at P.O. Box 522, Canon City, 81212.
- Send a class reminder one week prior to the event.
- Announce deadline for sign up when the flyer is sent out. This is usually one week prior to the event.
- **The contact person** will be responsible for all members that enrolled: Confirm that they are members and have signed a liability form. The membership person and the treasurer keep lists of current members and waiver status.
- The contact person keeps track of whether fees have been paid.
- Confirm with enrollees that they are on the list. Send this email out two days before the class.
- Send out any pertinent details to those who signed up

(b) Day of the Class:

- Have a check ready to pay the instructor at the end of class.
- Have the roster of people who have signed up.
- Members will sign in on the roster. Have several clip boards and pens available
- Give general instructions and guidelines. Acquaint attendees to the building exits, bathrooms, available restaurants in the area, etc.
- Advise parents/guardians that they are responsible for supervision of children they bring. If children misbehave, or are unsafe, parents will be asked to leave the class.
- Introduce the instructor

(c) After the class:

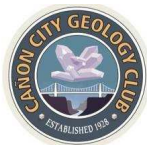
- Pay the instructor
- Rosters are given to the club secretary and fees are turned in to the club treasurer.
- Report on the class at the next Board meetings. Send photos to website coordinator and ask members to do same.

Document No. CCGC-PP06		Cañon City Geology Club Policies and Procedures	Version 1 Effective 6/1/2018
---------------------------	---	---	---------------------------------

- Send thank you to the instructor.
- Notify members who did not show, or cancelled within the 18 hours previous to the class, that they will not have their fees reimbursed. All unused fees will be given to the scholarship fund.

Document No. CCGC-PP06		Cañon City Geology Club Policies and Procedures	Version 1 Effective 6/1/2018
---------------------------	---	---	---------------------------------

CLASS FLYER SAMPLE



Cañon City Geology Club

Volcanoes in Colorado

Instructor: Kit Kederich

Where: Habitat for Humanity conference room at 727 So. 8th St. in Canon City. Take Hwy. 50 to 9th St. in Canon, and head south to Griffin. This is less than one mile. Turn west on Griffin and go over the RR tracks to the next block on your right. Turn north on So. 8th St. and go to the Habitat Store on the left side of the street. The facility is handicap accessible

When: January 20th at 9:30 a.m. A lunch break will be taken from 11:30 to 12:30

Cost: \$5.00 for the room rental and copies

Class is offered to CCGC members only. **You must sign up by January 18 and the \$5 advance payment must be received by that date. Send this to: CCGC, P.O. Box 522, Canon City, CO 81215.** Class is limited to 20 people.

Attendees will learn about the source and forms of volcanism, its dramatic history in Colorado. Volcanoes have erupted here in the past, and may well do so again. The benefits of past volcanism include the fertility of our soils, and the spectacular minerals for which Colorado, and particularly Fremont County is so well known. Fremont County, being such a hotbed for geologic wonders, is an ideal place for continuing studies and exploration. Volcanoes have erupted here in the past, and may well do so again.

Class Instructor, Kit Kederich, having studied at universities in Arizona and Colorado, is a long time resident of Fremont County. He is also a longtime member and past board member of the Cañon City Geology Club, and has taught geology at Pueblo Community College. He lives on a ranch that hosts Summer Field Camps for many schools across the nation. Kit loves hiking and studying the terrain and stratigraphy of the area. Science is his passion and geology a major focus. Fremont County, being such a hotbed for geologic wonders, is an ideal place for continuing studies and exploration.

CCGC Class sign-in
www.canoncitygeologyclub.com

Waiver and Conduct Agreement

Class: _____ Date of signing: _____

By my signature I acknowledge that I fully understand club classes may involve occasional exposure to hazards related to our hobby. I (and any minors under my care) are participating on this class at my (our) sole risk and waive all rights to pursue damages from class leaders, landowners, club officers, members and non-member participants related to all activities of this class. I (we) agree to conduct my (our) activities in a prudent and safe manner in the class, and comply with the club’s rules and the AMFS code of ethics, of which I have read and been offered personal copies thereof.

Name (printed)	Signature	Phone/email
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		