



SCHEDULING YOUR ACTIVITY - ACTIVITIES SCHEDULE, NEWSLETTER, WEB SITE

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Rev. 14 January 2009

Definition: Activity Leader – The leader of any TATC activity such as, but not limited to: day or overnight: hiking, canoeing, kayaking, bicycling, trail maintaining, birding, and etc.

Announcements published in the Activity Schedule handed out at TATC meetings, in the newsletter, and on the TATC web site (www.tidewateratc.org), are enticements for folks to take part in the activity. These announcements need not be overly long. Extra details that participants should be aware of should be part of a separate Activity Leader Handout given to each person who signs on for an activity. A newsletter article may also be submitted for special activities.

Activity Sign Up Sheet - TATC Meeting

Activity Leaders must prepare an Activity Sign Up sheet and bring it to the TATC monthly meeting. Blank Activity Sign Up sheets are available from the Hike Master (Vice President) and from the TATC web site. An official TATC Activity Sign Up sheet must be used – no substitutes allowed. Preparation of an Activity Sign Up sheet consists of inserting the Activity Leader’s and Co-Leader’s names, phone numbers, and e-mail addresses, a description of the activity with a rating of difficulty, gear and food required, and details of meeting place and transportation. At the monthly meeting, be prepared to give a short verbal announcement (less than 2-minutes) when called upon by the Hike Master. To keep the meeting moving along, when the Hike Master calls Activity Leaders forward to announce their events, please move to the front of the meeting room and be ready to make your announcement. Refer to the TATC Education Handouts titled: “ACTIVITY SIGN UP SHEET INFORMATION - WHY IT IS NEEDED,” and “GUIDELINES FOR ACTIVITY PARTICIPATION BY MINORS.”

● Prior to the start of an activity, the Activity Leader must insure each participant provides a legible signature on the Activity Sign Up sheet.

● After the activity is complete, provide the Activity Sign Up sheet to the Hike Master (Vice President) for filing as a legal club record.

Activity Announcement

In addition to an Activity Sign Up sheet, Activity Leaders must also provide a written or e-mail activity announcement for inclusion in the Activity Schedule handed out at TATC meetings, in the newsletter, and on the WEB page, in accordance with the following:

● Announcements will be published in the Activity Schedule handed out at TATC meetings, in the next newsletter, and on the TATC web page.

● Submit activity announcements to the Hike Master (Vice President) at least seven (7) days prior to a TATC monthly meeting (no meeting in December):

Via snail mail to:
Vice President / Hike Master
Tidewater Appalachian Trail Club
P.O. Box 8246,
Norfolk VA 23503

Via e-mail to:
vicepres@tidewateratc.com

Use the format shown below:

Table with 2 columns: Announcement text and formatting instructions. Row 1: October 2-3 2008 Fri-Sun, date/s bold. Row 2: John Tough Hiker 123-456-7899, Name, phone number, bold. Row 3: Dolly Sods Backpacking, Title, bold. Row 4: 3-day, 2-night autumn foliage backpacking trip at 4,000-ft or so. Parts easy, parts strenuous. Expect cold weather. Details in trip handout. Limited to 10 persons., Description, regular type.

The above format will give you an announcement that looks like this:

“October 2-3 2008 Fri-Sun
John Tough Hiker 123-456-7899
Dolly Sods Backpacking
3-day, 2-night autumn foliage backpacking trip at 4,000-ft or so. Parts easy, parts strenuous. Expect cold weather. Details in trip handout. Limited to 10 persons.”

Activity Newsletter Article

For TATC Newsletter (Appalachian Hiker) article submission deadlines, refer to the current issue of the newsletter, or to the club web site www.tidewateratc.com. Submit TATC newsletter articles:

Via e-mail to:
Newsletter@tidewateratc.com.

Via snail mail to:
Newsletter
Tidewater Appalachian Trail Club
P.O. Box 8246,
Norfolk VA 23503

Use the following format for your newsletter articles:

<p>Autumn Dolly Sods Backpack</p>	<p>Headline: 10-cpi, Times New Roman, bold, not all caps, centered.</p>
<p>By Jane Doe</p>	<p>Byline: 10-cpi, Times New Roman One line space between byline and article text.</p>
<p>On around Rocky Point to Big Stonecoal Trail, the waterfall, the meadow campsite and Dunken Barger Trail. We stopped at the stream to enjoy the sun one more time. Then on across and back to Red Creek and our campsite, via Little Stonecoal Trail. It is always a chore to leave the Sods, and a bit sad too. Wilderness.</p>	<p>Text: 10-cpi, Times New Roman. First line in each paragraph indented 5-spaces. No line spaces between paragraphs.</p>

This will give you a newsletter article that looks like this:

“Autumn Dolly Sods Backpack
By Jane Doe

On around Rocky Point to Big Stonecoal Trail, the waterfall, the meadow campsite and Dunken Barger Trail. We stopped at the stream to enjoy the sun one more time. Then on across and

back to Red Creek and our campsite, via Little Stonecoal Trail. Before we joined him, a friend had the company of a pretty doe, there in the meadow under the stars. Some folks said they had to leave Sunday evening to get housework done on Monday. But we think they left to miss the gentle pitter patter on the tents that lulled us to sleep that evening. Another pair left early Monday, to have shopping time at the Pottery, they said.

It is always a chore to leave the Sods, and a bit sad too. But leave we did, after enjoying all four seasons in one short weekend. We stopped at Seneca Rocks for essentials such as ice cream, orange juice and munchies. On to Harrisonburg to visit Wilderness Voyagers.

Then the long road home, each with his or her own thoughts concerning the always different, ever beautiful Sods - meadows and grasslands, streams and falls, hardwood and spruce forests, pine groves and changeable weather. For those that missed the trip - come with us next time to Almost Heaven, West by gosh Virginia and the Dolly Sods Wilderness.”

Sample Activity Leader Handout to give Activity Participants

Dolly Sods Backpacking Trip 02-03-04 October 2008

Meet at US 17 Burger King Friday 6:00 p.m. Bring: backpacking gear, food, footwear, and clothing for 10° nights; 3 meals for Sat - 2 for Sun; carry 3-liters of water, snacks. Eat before meeting Friday evening, or bring bag lunch to eat in your car on the road. Will stop for restaurant supper Sun evening, \$8-18.00. Driving is 5-hrs each way. Crampons required, trekking poles suggested. Friday camping in a meadow 1-hr hike from parking area. Cell phones and beeping watches must be turned OFF. Saturday hike 12-miles - strenuous up and down; Sunday 8-miles - moderate. Four-season tents required. No fires allowed.. Bring extra socks - there are several bridgeless stream crossings. Returning to Burger King about 10:00 p.m. Sunday night.