OSAT Activities Handbook

Needs updating

Janet/Scott – Paid activities and event instructions

Updated
12-1-2020

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Overview

In 2020, the Activities committee was formed. Its goal is to provide OSAT members with a wide range of outdoor activities focusing on recovery and fellowship.

Guiding Principles:

- Provide inclusive activities for club members based on recovery (+friends/family)
- Provide additional service opportunities for club members based on recovery
- Focus on Safety, Stewardship and Code of Conduct with adherence to the Bylaws and Principles before Personalities
- Develop flexible framework to increase leadership skills and member participation, consistency, and continuity
- Have Fun!

Activities Committee

2021 Committee

Position	OSAT Member	Year
Chair	Fred Luck	2020/2021
Vice Chair	Open	2021/2022
Club Wide Events	Kirsten Bontempo	2021/2022
	Jamie Colling	2021/2022
Outreach	Carolyn Parker	2020/2021
Classes	Karen Perkins	2020/2021
Trip Leader	Carrie Bogner	2020/2022
	Andrea Smith	2021/2023
Stewardship	Chris Gimmel	2020/2021
	Rob Bodkin	2021/2022
Tech, event updater	Rob Cranfill	2020/2021
Hikes	Bonnie Rico	2020/2021
Backpacking and Long-Distance Hikes	Scott Shively	2020/2021
	Janet Mau	2020/2021
	Leah Kim	2021/2022
Biking	Byron Bryant	2020/2021
YOSAT	Keitrah Oakley	ongoing
	Dan Winter	

Committee Position Descriptions

Chair

- Approved by the BOTs, confirm all sub chairs.
- Attend Monthly BOTS/Club meetings.
- Be the spokesperson for the committee. Set up and run committee meetings.
- Addresses concerns/issues as they arise.
- Communications and oversight with committee.

Vice Chair (becomes Chair the next year)

- Stands in and assists Chair as needed.
- Supports Chair in handling concerns.
- Help in recruiting new chairs.

Club wide Events (2) (alternating 2 years each so there is overlap)

- Plan, setup Club wide events such as Gratitude Dinner, Holiday Party, Car Camp, purchasing materials or rentals as approved in the Events Budget.
- Schedule Adventure potlucks/zoom meetings 2 – 3 times in first 6 months.
- Keep a folder/document of events and what worked and didn't work to transfer to next person.
- Maintain supplies and keep bins for events and activities.

OSAT Trip Leaders – Leadership

- Develop and Communicate with OSAT Trip Leader Community by working with other leads to recruit folks who want to become leader.
- Develop training/workshops for current trip leaders.
- Develop training/workshops for folks who want to be mentored to be a leader.
- Keep lists of trip leaders, manage email distribution lists. Facilitate matching mentors to mentees.
- Liaison with GCC/ICC Leadership roles.
- Work with GCC to keep templates/emails up to date.

Stewardship (2) (alternating 2 years each so there is overlap)

- Develop a wide variety and range of stewardship opportunities for OSAT.
- Develop and maintain relationships with existing organizations who facilitate stewardship activities.
- For future incoming Stewardship Chairpersons, maintain a contact list of outside individuals and organizations who assist in facilitating the OSAT Stewardship objectives.
- For future incoming Stewardship Chairpersons, maintain a record of programs and activities with all relevant successes and challenges.
- Recruit and support community of OSAT Trip Leaders to lead stewardship activities.
- Develop recognition for active OSAT Activities participants to be acknowledged at Gratitude Dinner or other OSAT functions.
- Help identify classes to host tor OSAT Membership. Assist in providing content for classes (or identify those to do this) and coordinate with Class Committee Lead.

Tech
- Keep OSAT.org activities pages(s) and templates up to date.
- Keep OSAT.org calendar tags up to date.
- Be available to instruct and/or assist users in adding events.

Outreach
- Coordinates, writes, and send out Memo of the Month.
- Work with tech person on committee and/or mailto:webmaster@osat.org to update OSAT.org as needed.

Classes
- Liaison with other leads to solicit ideas and content for classes. The leads would do the teaching and content.
- Research potential classrooms available for free/hire, be the point person to secure them. Liaison with other members to see what classes are needed and work with them orchestrate notices, securing rooms etc.
- Promote the classes via email, FB, etc.
- Host GIAI/GPS classes.
- Liaison with Safety for WFA classes or WFA refresher classes.
- Keep a folder/document of classes, events and what worked and didn't work to transfer to next person.

Hiking / Biking / Trail Running etc
- Recruit and support community of OSAT Trip Leaders to lead hikes.
- Develop a wide variety and range of hikes from easy/difficult, short/long, urban/nonurban.
- Develop recognition for active OSAT Activities participants to be acknowledged at Gratitude Dinner or other ideas.
- Identify any classes we might want to host. Provide content for classes (or identify those to do this) and coordinate with Class Committee Lead.

Backpacking / Long Distance Hiking (2) (alternating 2 years each so there is overlap)
- Recruit and support community of OSAT Trip Leaders to lead backpacking and long-distance backpacks.
- Develop a wide variety and range of backpacks from easy/difficult, short/long.
- Develop conditioners and training to encourage members to go on longer backpacks.
- Develop recognition for active OSAT Activities participants to be acknowledged at Gratitude Dinner or other ideas.
- Identify any classes we might want to host. Provide content for classes (or identify those to do this) and coordinate with Class Committee Lead.

YOSAT
- Recruit and support community of OSAT Trip Leaders to lead YOSAT activities.
- Keep a folder/document of activities including what worked and didn't work to transfer to next person.
- Develop recognition for active OSAT Activities participants to be acknowledged at Gratitude Dinner or other ideas.

Activities email Distribution Lists

Here are the 4 email distribution lists set up for the Activities committee. Send an email to tech@osat.org to update the lists.

Activities@osat.org – Chair and Vice Chair
Activities-Committee@osat.org – Committee members, anyone who wants to be join.
ClubWideEvent@osat.org – 2 Club wide event chairs
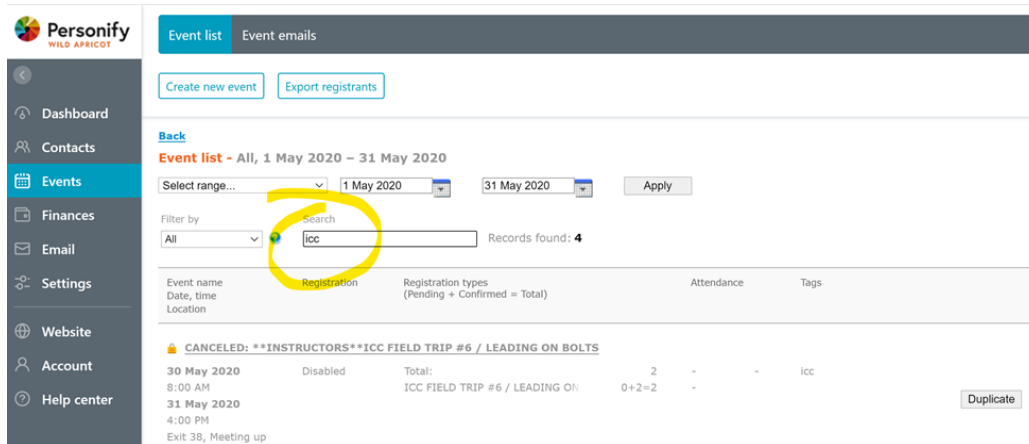TripLeader@osat.org – All current OSAT Trip Leaders. Maintained by Trip Leader chair.

Budget
2020

OSAT Activities						
2020 Budget	**Date**	**Storage Locker**	**Activities**	**Club Wide Events**	**Total**	**Comments**
Start	Jan-20	2,000.00	1,000.00	2,200.00	5,200.00	

OSAT Tech updates

The Activities Tech person has several duties involving maintenance of the OSAT website's Activities pages and resources. In addition to keeping a watchful eye on the Calendar "tags" (see below), they are to assist with any needed updating of the various Activities event templates and web pages; this requires extensive use of Wild Apricot's editing facilities. They should also be available to offer assistance to others who have any difficulty entering or updating events (or, perhaps, do it for them 😊).

One ongoing task is to monitor the creation of event "tags" in the calendar. In the past (pre-2020), people were allowed, or even encouraged, to create tags willy-nilly; that proved to be unwieldy and not useful, and in 2020 it was decided to standardize on a set of 6 tags ("aa meeting", "activities", "bots/club mtg", "gcc" , "icc", and "wfa"). However, Wild Apricot has no facility for restricting users from creating new tags; therefor the Activities Tech person needs to go in to the system periodically (once a month, or perhaps more during periods when lots of events are being added) and ensure new non-standard tags are deleted. This can be done by searching from the Administrator "Event" list as shown:

Then each found event must be edited and the offending tag(s) removed.

To verify that all instances of a given non-standard tag have indeed been removed, all you need to do is edit an event – any event – and check the list of tags available; once all instances of a given tag are deleted, it will no longer show up on the editing list.

OSAT Memo of the Month

This is sent out to the club shortly after the monthly Activities Committee meeting. Keeping the memo "crisp and lively" means that it is only about one screen length. Captivate your audience while respecting their time!

Use these instructions on OSAT.org to send out emails to the club. Post on OSAT FB page as warranted or desired.

OSAT Trip Leader Concept

Outside the GCC, there was not consistency in the way we orchestrated OSAT activities. It was hit and miss for both Leaders and Participants. In 2019, we piloted an OSAT Trip Leader program where we could train and mentor OSAT Trip Leaders in a consistent way. The goal was to have more consistent and inclusive activities. This Trip Leader processes was formalized when Activities was formed in 2020.

Thus, when an OSAT member signs up for an activity, they know what to expect! We have developed the following for our OSAT Trip Leaders: Objectives, Expectations and Checklists. Once you are a trip leader, you can volunteer to mentor others to be OSAT Trip Leaders. We have developed guides and checklists for mentoring.

Trip Leader Objectives:
- Grow OSAT Trip Leaders so they can consistently lead activities in the spirit of OSAT and recovery
- Open new service opportunities for club members
- Build community outside of GCC/ICC

- Provide consistent, inclusive and safe activities for OSAT members

OSAT Trip Leader Badge and Flag

Once you become a trip leader, you receive an exclusive OSAT Trip Leader Patch and an OSAT Banner that you can use on your activities. Your profile on OSAT.org will also indicate that you are an OSAT Trip Leader and you will be added to tripleader@osat.org email list.

Resources for Trip Leaders and Participants link

RESOURCES

Here are a few helpful links and documents for OSAT Activities! Questions and comments? please contact Activites@osat.org

Trip Leader Resources

- Trip Leader Expectations
- Trip Leader Checklist
- Activity Log - for events where a written record of participants is desired
- Mentoring Checklist
- Guest Waiver - OSAT Release and Indemnity Agreement

Safety and Ethics Links

- Current WFA List
- Safety - report a safety incident
- Ethics - report an ethics incident

Instructions on adding/changing activities on the calendar:

- How to enter an event on the calendar
- How to set up a carpool-organizing link for an event
- How to maintain the privacy (within the club) of event participant lists
- How members can cancel their event registration

Participant Resources

- Participant Expectations
- Guest Waiver - OSAT Release and Indemnity Agreement
- OSAT ACTIVITIES - How to Cancel My Registration

How to set up a Paid Activity

Some activities will have a fee associated with it such as tickets to a concert, lecture, movie, or campground. If the leader wants to put a fee based activity on the calendar, here are the recommended steps to set up a paid activity.

- Review the activity with the activities chair.
- Pay for the activity and submit invoice to activities chair for reimbursement. Remember to include all fees associated with setting up the event.
- Use the OSAT Activities template to put the event on the calendar:
    - OSAT ACTIVITIES: <Backpacking Trip and other events - Fee Based>
- Divide the entire cost (including fees) by the participants to input into the event.
- Include verbiage that says if the event does not fill up, then participants who signed up may be asked to cover any shortfall.
- If participants need to cancel, they will not be refunded. But participants can find others to take their spots given approval from the activity lead.
- Manage communications with the group, cancellations, or refunds.
- The club will be reimbursed via paypal when participants sign up for the event. The club has decided to absorb any fees associated with credit card or paypal processing for the event.

OSAT.org event Templates for Activities

We have developed templates for OSAT Activities so that entries can be consistent and easier to update.

OSAT Activities Templates	Masters	Templates
OSAT ACTIVITIES: <Club Wide Event, Book Club, Movie Night, Classes> Date, place/time, description.		
OSAT ACTIVITIES: < Hike/Bike/Run, Stewardship, YOSAT> Date, place/time, description, difficulty, equipment, etc.	1/1/3100	1/1/2100
OSAT ACTIVITIES: <Backpacking Trip> Date, place/time, description, difficulty, equipment, tent/tentmate registration limits		
OSAT ACTIVITIES: <Backpacking Trips and other events - Fee Based> Date, place/time, description, difficulty, equipment, tent/tentmate registration limits, fee collection.		
Masters - do not touch		
Templates - duplicate for events		

How to enter an activity on OSAT.org

It is not the easiest thing to put an event on the OSAT.org calendar. We have instructions on how to do this on the resource page! Link

Note, GCC will have a separate instruction and template for Conditioners/Time Trails.

End of Document