

## Appendix H

# SECTION FIELD TRIPS AND SERVICE PROJECTS

### I. Field Trips

Sections may propose field trips for the 2020 Annual Meeting. In order to balance staff resources for all aspects of the meeting, a limited number will be approved. Provided the proposal includes all required components (see below), approval will be made on a first-come basis.

If your Section wants to conduct a field trip, please send a proposal to Tracie Thomas ([tthomas@aals.org](mailto:tthomas@aals.org)), on or before March 20, 2019 with the following information:

- The lead Section member(s) planning the field trip;
- Address and contact information for the destination(s);
- The purpose of the field trip;
- Proposed start and end times of the field trip;
- Maximum number of attendees that can be accommodated at the destination(s);
- Program itinerary;
- Name of supporting university (see #1 below)
- Entry fees, if any; and
- Transportation
- Whether a meal will be included. (If so, where? Will it be catered? Held at a restaurant?)

Sections holding a field trip will be responsible for:

1. Conducting all administrative operations in connection with organizing the field trip, including arranging for transportation (busing, subway, ferry, etc.) and catering (if applicable – box lunch, catering lunch and/or refreshments). The Section must also obtain support either from a university or another approved party to enter into any necessary agreements, and to process payments, deposits and guarantees in connection with the field trip. A Section may not enter into any agreements on behalf of the AALS.
2. Submitting a budget to the AALS by May 1<sup>st</sup> that outlines the line item costs for the field trip. The budget should include the per person ticket price to be charged to cover all costs.

3. Ensuring that all attendees sign a liability waiver prepared by the AALS and returned signed waivers from all attendees to AALS in advance of the Annual Meeting.
4. Reconfirming all transportation, catering and other field trip arrangements prior to the start of the Annual Meeting.
5. Checking in field trip attendees at the departure and return points.

Field trips that meet the above criteria will be published in the AALS Annual Meeting registration brochure and final program. AALS also will allow attendees to sign-up for approved field trips through Annual Meeting registration and accept payment on the Section's behalf. AALS will provide the Section with a list of attendees who have signed up for the field trip. AALS will remit field trip payments to the field trip organizer after the Annual Meeting once a request for reimbursement is received with an itemization of expenses along with receipts showing payment. Reimbursement of field trip expenses may take up to 30 days after the conclusion of the Annual Meeting.

## **II. Service Projects**

AALS will approve one half-day service project during the Annual Meeting on a first come basis. One or more Sections may come together to organize the service project. There should be no additional fee charged for participation in the service project. AALS will pay for transportation costs. Past service projects have included preparing and serving meals, visiting an adult day health center, and working on a clothing program.

If your Section wants to conduct a service project, please send a proposal to Tracie Thomas ([tthomas@aals.org](mailto:tthomas@aals.org)), on or before March 20, 2019, with the following information:

- The lead Section member(s) planning the service project;
- Contact information for the location of the service project;
- A description of the service project activity;
- The maximum number of participants who can be accommodated at the service project site;  
and
- Name of supporting university (see #1 below).
- Transportation

Section(s) are responsible for the following duties related to the service project:

1. Conducting all administrative operations in connection with organizing the service project, including arranging for transportation (busing, subway, ferry, etc.). The Section must also obtain support either from a university or another approved party to enter into any necessary agreements, and to process payments, deposits and guarantees related to the service project transportation. A Section may not enter into any agreements on behalf of the AALS.
2. Ensuring that all attendees sign a liability waiver prepared by the AALS and transmitting those waivers to AALS in advance of the Annual Meeting.
3. Reconfirming all transportation and other service project arrangements prior to the start of the Annual Meeting.
4. Checking in service project attendees at the departure and return points.

A service project that meets the above guidelines will be published in the AALS Annual Meeting registration brochure and final program. AALS also will allow attendees to sign-up for the approved service project through Annual Meeting registration. AALS will provide the Section with a list of attendees who have signed up for the service project. AALS will remit payment for the transportation to the service project organizer after the Annual Meeting once a request for reimbursement is received with an itemization of transportation expenses along with receipts showing payment. Reimbursement of expenses may take up to 30 days after the conclusion of the Annual Meeting.