

Guidelines for Foray leaders

Revised December 2014

1. At least one month in advance, give the AMC Secretary a brief description of the foray, your contact details, and, if you are using Eventbrite, the URL link & password. If you are new to using Eventbrite, the [Foray setup on Eventbrite guide](#) on the AMC website gives step-by-step instructions.
2. If the number of participants has to be limited, keep a list of people registering for the foray (tip: if the foray is full keep a waiting list –some people always drop out)
3. Try to line up at least one fairly knowledgeable person to assist in identification and to help guide beginners on the foray.
4. Arrange with the chair of the Foray Committee for someone to bring field guides, tables (if needed), paper plates, marking pens, and trash bags.
5. Four to seven days before the foray email attendees with details of the car-pooling sites, meeting times, and directions to the foray location as needed. Eventbrite makes this easy.
6. If possible, visit the foray site a week or two in advance to check accessibility and plan two or three promising foray routes.
7. At the carpooling site:
 - Make sure all participants sign the attendance [Foray attendance form](#) from the AMC website (tip: bring a clipboard)
 - Maximize carpooling. Remind passengers to help with the cost of gas.
 - Make sure all drivers have directions to the trail head.
8. At the trail head:
 - Check that everyone has signed the attendance list
 - Organize groups by foray route
 - Fix a definite return time and make sure everyone knows it
 - Make sure beginners know what to do and are not left on their own
 - Review foray etiquette with the group:
 - When someone finds a patch of edibles, give them room don't rush in and start picking nearby.
 - Spread out - try to avoid crossing directly in the path of someone else.
 - Let the leader and carpool driver know if you leave the group you start out with or go home before the foray is over.
9. When people get back, have tables and plates ready and ask participants to set out their finds on plates –one species per plate. If expertise is available, identify as much of the collection as possible and write the species names on the plates. Keep the named plates.
10. Leave the foray site clean. Toss mushroom debris well into the woods.

11. Within two weeks after the foray send a short report and a list of the identified species to Charlotte Caplan, who will enter the species on our cumulative record and send everything to our webmaster. See below for a quick way to generate a species list from the named paper plates. The foray report should include:

- Foray location and date
- Number of participants
- Weather
- A brief narrative about what the foray was like, interesting species found, etc.

12. Photos of mushrooms, the foray site and participants are welcomed. Send those directly to the webmaster, Rob Heck.

13. If you are prevented from attending you should arrange for someone else to take your place.

14. If the foray has to be canceled, someone should be at the carpool site in case anyone shows up.

Easy way to generate a foray species list.

1. Download the [Foray Species Report](#) from the AMC website and give it the name of your foray.
2. Enter foray info into column D heading, ex: "7/4 2014 Balderdash Hump"
3. For each species found, add an X in column D (note that the list is in two parts: A5-A753 for species found in 2010 onwards and A762-A864 for species found earlier but not since)
4. If a species isn't in either list then insert a new line for it, type its Latin name and put an "f" for "first record" in column E (next to the X in column D)
5. Save the modified list now as a precaution.
6. Scroll down to the text rows between the two alphabetical lists. These are probably in the range of line 760. Delete these rows so that the first alphabetical list directly abuts the second. (This step should eliminate an error message about cells needing to be identically sized when you try to sort on column D.)
7. Now, and only now, select all the cells from A5 to E870, hit DATA, and SORT on column D in ascending order. The species found on the foray should pop up to the top of the spreadsheet.
8. Delete all rows below your last X, and hey presto! you have a species list for this foray.
9. **Save it.** Send it to Charlotte Caplan along with the foray report.