

**Publishing Outings****Procedure 04.03**

---

Approval By: EMG ExCom

Date: 05/08/18

---

**1.0 Purpose**

This document defines the process used to publish Eastern Missouri Group outings.

**2.0 Publishing Outings**

- 2.1 Publication of outings is managed by the Eastern Missouri Group Outings Coordinator. The Outings Coordinator is appointed from the membership of the Outings Committee by the Outings Committee Chair.
- 2.2 At routine intervals the Outings Coordinator will announce the deadline for submitting outings for inclusion in the next publishing interval. This announcement is sent, via email, to outings leaders and others on the email list maintained by the Outings Coordinator.
- 2.3 By the announced deadline for the applicable publishing interval, approved leaders must email a description of any proposed outings to the Outings Coordinator.

Descriptions must include:

- a. The date of the outing;
  - b. The general location;
  - c. An overview of the outing including its duration and the appropriate skill level for participants;
  - d. Essential equipment;
  - e. Contact information regarding how to sign up to participate.
  - f. If Leaders wish to have an outing posted on the EMG Meetup site they must provide the additional information specified in OCP-07.
- 2.4 The Outings Coordinator will review the proposed outing, edit the description as appropriate for clarification and consistency, and compile a final list to be approved by the Outings Committee Chair.
  - 2.5 The final list will be forwarded to the following individuals:
    - a. The editor of the Eastern Missouri Group SierraScape;

**Publishing Outings****Procedure 04.03**

---

- b. The coordinator of the Eastern Missouri Group website;
- c. The editor of the Missouri Chapter newsletter;
- d. Campfire Administrator – Outings;
- e. All outings leaders and outings committee members. Other interested individuals may be included in this distribution.

2.6 Prior to publication of the list, the Outings Coordinator will insert the following header. Per NSC policy “Publishing Sierra Club Sponsored Activities” the header must include the designator, CST 2087766-40.

“Sierra Club Outings are open to the public. A dollar per person donation is requested. Firearms are not allowed on outings. Pets are not allowed on outings unless the outing announcement specifically states that the outing is pet friendly. Use of audible electronics must be approved by the leader. Participants must sign a liability release. Outings Leaders are volunteers. Outings officially start at the trailhead or river access. Carpooling is encouraged but not the responsibility of the Leader. For more information contact the Leader of a particular Outing or for general information contact [insert current Outings Committee Chair name, phone, and email]. CST 2087766-40”

2.7 Leaders may submit outings after the publishing deadline. These outings will be added to the calendar on the EMG website. A list of late submissions will be forwarded to the following individuals:

- a. The coordinator of the Eastern Missouri Group website;
- b. Campfire Administrator – Outings;

**3.0 Promotion of Non-Sierra Club Activities**

3.1 If a non-Sierra Club activity is being promoted it must satisfy the applicable requirements of the National Policy “Publishing Sierra Club Sponsored Activities.” This policy is listed below under Resources. The title of the activity must be formatted as “**Non-Sierra Club Activity – Name of Activity.**” The following text must be placed in a separate paragraph following the description of the activity.

**Publishing Outings**

**Procedure 04.03**

---

**"Please note that this activity is not sponsored nor administered by the Sierra Club. The Sierra Club has no information about the planning of these activities and makes no representations or warranties about the quality, safety, supervision or management of this activity. It is being published only as a service because it may be of interest to the our readers."**

**4.0 Resources**

4.1 Policy - Publishing Sierra Club Sponsored Activities:

<http://clubhouse.sierraclub.org/outings/policy/publishing.asp>

4.2 Guidelines for Pet Friendly Outings

You can find this document on the EMG website. Go to **About Us** and select **Outings Committee Procedures and Records**.

Revision History

01 12/05/14, Original Issue

02 04/27/15, 2.6 Change name of outings contact person to a generic description.

03 05/08/18, Add 2.3f. 2.6 Add pet friendly. Add 2.7 Late outing submissions. Add 3.0 Non-SC Activities. Other minor revisions.