

GENERAL ADMINISTRATIVE:

Is your club incorporated: Yes No
Number of members: _____
What is your membership fee: _____
Are members advised of the benefits, obligations and risks of membership? Yes No

BOARD:

How many members on your Board? _____
Do you have Directors' and Officers Liability Insurance? Yes No
Do you purchase CGL (Comprehensive General Liability) Insurance for your forays? Yes No
Do you have written policies/procedures? Yes No
Do you have an incident reporting process? Yes No
Any history of legal action from untoward events at a foray? Yes No

FORAY SPECIFIC:

Do you conduct regular/annual forays: Yes No (If NO – survey is complete)
Do you have any paid positions: Yes No
Are all leaders/experts etc volunteers: Yes No
Average Number of participants: _____
Do you allow children to participate: Yes No
Do you allow non-members to participate: Yes No
Participation fee? _____

As part of registration information, are participants advised of the benefits, obligations and risks of participating in the foray: Yes No
Do you require participants to sign a waiver or equivalent: Yes No
Does this apply to Faculty and other non-paying invitees as well? Yes No
Do parents/legal guardian sign for children: Yes No
Is the content of and the need for a waiver explained to participants: Yes No

Do you have an evening educational program during your forays: Yes No

FORAY FACILITIES:

What facilities do you use for your foray accommodations/headquarters – (example: camps; hotel near foray trails; etc): _____
Do you ensure the facility carries liability insurance: Yes No
Do you inspect these facilities prior to the foray: Yes No
Do you collect edibles for participants to eat: Yes No
Do you teach what is edible: Yes No
Do you teach what is poisonous: Yes No
Meal Preparation is done by:
➤ Facility Staff: Yes No
➤ Foray Volunteers: Yes No
➤ Foray Participants: Yes No
➤ Combination of facility and foray personnel: Yes No
Do you enquire about food allergies: Yes No

Do you provide individual sleeping quarters: Yes No
Do your sleeping quarters have locks with keys: Yes No
Do you provide a safe place for personal property: Yes No
Do you hire any personnel to help with security or to reduce other risk: Yes No
Do you have a policy/procedure to manage lost valuables incidents: Yes No
Do you secure mushroom samples: Yes No

Please complete next page (or the reverse side)

Are participants given an orientation to the facility you use for the event: Yes No

If yes:

- Does this include fire safety precautions: Yes No
- Does this include security precautions: Yes No

FORAY OUTINGS:

Do your leaders have any training in:

- Woodsmanship: Yes No
- Orienteering: Yes No
- Mycology: Yes No
- First aid: Yes No

Do you avoid "dangerous" trails, areas: Yes No

Do you give advice on:

- Clothing: Yes No
- Weather: Yes No
- Insects: Yes No
- Other potential dangers: Yes No

Do you have a policy of action if participants are reported lost? Yes No

Do you make sure at least one member on each trail has a:

- Whistle: Yes No
- Compass: Yes No
- GPS: Yes No
- Map: Yes No

If yes to any – do you provide these items: Yes No

Do you provide transportation to and from collecting areas: Yes No

Do participants carpool or otherwise get there on their own: Yes No

Do you ask about physical ability to exert: Yes No

Do you have special trails for such participants: Yes No

FORAY EQUIPMENT:

Do you provide the equipment used: Yes No

If yes:

- Do you own the equipment: Yes No
- Do you rent/lease the equipment: Yes No
- Do you borrow the equipment: Yes No

Does the equipment include:

- Computers: Yes No
- Microscopes: Yes No
- Official photography equipment: Yes No
- Other – please list _____

Do you transport the equipment: Yes No

Do you secure the equipment during the foray: Yes No

Do you maintain your own equipment: Yes No

EVALUATION:

Do you ask your foray participants to fill out a questionnaire at the end of the foray:

Yes No

If yes do you do a post foray analysis based on the results:

Yes No

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS SURVEY!