

Fall 2012
OPO – DOC meeting

- What we are talking about today:
 - How stuff works in Outdoor Programs and the DOC
 - Who does what.
 - We are all here to help you run safe and successful trips/events.

Kathy's domain – business and finance – Purchasing

- “Purchasing card”
 - When you sign out this card, you are responsible for all charges on it
 - **Kathy** fills out a sheet to keep track of it all
- Business reimbursement
 - Time-intensive, annoying, but can be used
 - E.g. driving your own car on college business, need to use your own money when the office is closed, etc. A last ditch effort!
- Miscellaneous income voucher, Independent contractor forms
 - If you want to hire someone (e.g. a band) for an event
 - There is certain criteria to be met (i.e. who gets paid, who gets taxed, when it has to be filed, etc.)
 - Basically, get stuff lined up way before your event! There are procedures to be followed for the college, US tax laws, etc.

Julie Bell's domain – cabin and vehicle rentals and Driver approval

- **Cabin rentals**
 - Clubs have priority for trips
 - DOC personal trips – can make reservations 4 weeks in advance (students only), non-members are 3 weeks in advance
 - Reservations are through **Julie Bell**.
- * How to become a college approved Driver- **Julie**
 - Fill out forms with **Julie**
 - It's paid for by DOC if you're getting approved for one of the programs
 - For canoe trailer training/approval, talk to **Brian or Rory**
 - Registering your own car – approved until you graduate. If your parents own it/the insurance, they have to sign it too
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 - **To get a van/bus/etc.:**
 - Fill out form with **Julie**
 - There are different forms – one for vehicles, one for people coming on the trip
 - **Julie** will reserve the vehicle for you. Show your driver card (the one that **Kathy** signs) to **Julie**, and she'll give you your keys!

- Keep **Julie** updated about your trip hunches! E.g. is it likely to get cancelled due to people/weather? Then other clubs can use your van, or we can cancel and the club won't get charged \$88/day for a van, \$110/day for a bus – basically, you don't want to cancel!! If it's weather related, it's usually ok to cancel if you let **Julie** know ASAP (e.g. blizzard on Saturday, tell **Julie** on Monday.
- **VOX – College vehicles**
- You don't have to worry about it. OPO works to keep things cheap and efficient. VOX is a college department so that all vehicles are available to departments and different offices don't have to own their own vehicles.
- Exception: the Stake truck, specific work vehicle owned by OPO for DOC work trips.

Laura Dukeshire – room/building keys, payroll, photo copying,

- KEYS
 - There are lots. If you think you need to have a key somewhere, talk to **Laura**. You can sign out keys, use them, and sign them back in.
 - Examples: CnT, room 13 office & oak hill
- In-house photocopying
 - There's one in OPO, behind **Laura's** desk
 - Up to 50 copies for a club event; if more are needed, talk to **Kathy** (it's cheaper to use a different copier)
 - Each club has a specific code for the copy machine. \$0.05 charge per page to the club. If you are making lots of copies, best place is the copy center. You have to see **Kathy** ahead of time to get a special sheet/signature for the copy center so they can do the billing stuff. Maybe Gnomon copy is cheaper in some instances; then you get a purchase order from **Kathy** for that.
 - Brochures: college printing – there's an online form that **Kathy** has to get that ordered
- Payroll
 - * **Laura** can help you get on college payroll. You must be on payroll before you start work. Federal forms must be completed – I-9 proof of citizenship. **Laura** collects timesheets and payroll.
- Advertising
 - Ask around to find out different strategies
 - Posters, D2U blitz, College Calendar (**Rory** can show you how), DOC website, homepage (sometimes), Public Affairs office
 - Hit all your spots to advertise!

* **Information - Laura** is the one who answers many inquiries about the club, its events and businesses like Ledyard's canoe/kayak rental – keep her informed so you and the public know what is going on.

- PE folders
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- Notifying people
 - If you cancel a trip/event, let *everyone* involved know! **Mike** (DOR) for equipment, **Julie** for vans, **Kathy** for refunds and **Laura** who can inform people of the changes.

Dan, Brian and Rory

- Club directors/advisors – **Brian** advises winter sports, the DOC president/vps, Ledyard, DMC
- **Rory** advises CnT, DOC president/vps, cycling, bait & bullet. Runs risk management and group dynamic trainings.
- **Larry Hathorn** – oversees facilities, including: cabins, Oak Hill, College Grant, Ledyard buildings and the climbing gym.
- **Dan Nelson** – advises DOC president/vp's and ski patrol
- **Safety**
 - Emergency cards – use them! Tells you who to call, and for what.
 - Vehicle breakdowns – call safety and security
 - Vehicle accidents – report form must be completed in 24 hours – see Kathy for form, OPO vehicle accident review committee will review the accident and determine if driver loses privileges, who pays the deductible.
 - Keep your club advisor and or OPO informed when stuff happens on trips, ASAP. They will help information flow through the various departments and staff – so those who need to know are well informed and those who need help receive it.

Mike Silverman – Outdoor Rentals, Dartmouth Ski Touring Center

- DOR rentals
 - Occum pond & Robo, but they're not open 7 days a week! Make sure you know what you need early on, and e-mail Mike.
 - Have leaders come down to meet with Mike at the beginning of the term, and see what equipment we have to offer!
 - Send in your equipment requests by Thursday or earlier before a weekend trip.
 - Picking stuff up: various options
 - *Always* get a first aid kit. Even if you have a better one, DOR wants to know that a minimal kit went out.
 - If you use something in a first aid kit, tell DOR so it can be replaced.
 - Ask how to use stuff, don't be afraid to ask dumb questions ☺
 - Ideas for new equipment? Talk to Mike/DOR!
 - Clean up after yourself
- PE courses
 - Dartmouth College Athletic Office oversees PE Classes – Outdoor Programs offers courses with credit thru the PE office

- Brian Kunz can give you advice about PE courses, instruction and how to create new PE courses.
- Laura has course lists/folders for instructors and she receives final pass/fail grades.
- IN CONCLUSION:
 - Forms are important
 - OPO is friendly, don't get overwhelmed!
 - Make sure people in your club know this info, it can save a lot of time & effort.
 - Yay communication!