

Short Notice Email List – Procedure

Introduction

The SEM Short Notice Email List (SNEL), with SEM Board approval, was established to allow leaders to list trips without the lead-time of print publications such as the Breeze and Outdoors. Erika Bloom is the moderator of this Yahoo email group/list. Bob Vogel serves as backup when Erika does not have computer access. Trips will be sent out as soon as possible after approval is received. However, please be aware that at times both Erika and Bob may be at work, on vacation, hiking/kayaking, or out of the country, and may not be able to respond ‘instantly’ to requests to publish trips. Please note that when the Yahoo system is unresponsive, nothing can be sent out. While this is not frequent, it does happen and can cause delays.

(Perhaps one day we will have a ‘Twitter’ *Instant* Trip Listing System, but this is *not* it.)

We use a free email service, Yahoo Groups, to run this service. To receive emails participants must register with Yahoo, via a link on the SEM homepage found at amcsem.org (at the bottom). Note this list is not restricted to SEM, or even AMC, members. Anyone accessing the SEM homepage is permitted to register for the list. As always, it is the Trip Leader’s responsibility to screen participants to assure they are a proper fit, and have the required equipment, for the intended AMC trip.

As with all AMC trips, these trips must go through an approval process, and meet all AMC requirements, before being ‘published’. Any approved SEM leader of any SEM Committee may publish SEM trips on the SNEL, once their activity chair has approved the trip (e.g., the Hiking Chair approves all hikes, the Paddling chair approves all paddles, etc.).

Trip Listing Procedure

- 1) The Leader must write up the trip listing in final form, as they want it published, i.e., ‘similar to’ the listings in the Breeze or Outdoors. The text will simply be cut and pasted into a Yahoo message; it will not be cleaned up and edited for you! Please also include an email ‘subject’ line that Erika/Bob can cut and paste into the Yahoo message (e.g., “Saturday, June 3 paddle cancelled due to hurricane”).
 - a. These listings do *not* have the space limitations of the print publications, so you may use longer entries if desired to more fully describe your trip, etc.
 - b. These listings do need to include all the ‘required’ information.
 - i. Location (Note: This does not have to be an exact meeting location, unless this is a “Show & Go” trip, but should be sufficient to allow potential participants to determine the geographic location, how far they would have to drive, etc.)
 - ii. The Leader’s:
 1. Name

2. Email and/or phone contact information (both are preferred).
- iii. For “Show & Go” trips also include:
 1. Detailed directions to the meeting point
 2. Meeting time. (It is best to clarify if this is the desired arrival time and/or the trip start time.)
- iv. Required Equipment, i.e., “Hiking boots”, “spray skirts”, etc.
- v. For committees that use a trip rating system, the rating must be included for the listing, for example:

1. “Hiking”

Miles	Pace/mpg	Terrain
AA = 13	1 = fast/2.5	A = very strenuous
A = 9-13	2 = fast/2.0	B = strenuous
B = 5-8	3 = mod/1.5	C = average
C = 5-	4 = leis/<1.5	D = easy

2. Canoe/Kayak

Level 1	No previous or little sea kayak experience is required.
Level 2	You should feel that you can perform the following: a) paddle 6 miles in a day given the weather conditions for that day; b) a wet exit; c) maintain a straight heading without the use of a rudder; and d) turn your kayak using forward and reverse "sweep" strokes.
Level 3	All of the above, and in addition feel confident in: a) assisting and performing a deep water rescue; b) paddle 13 miles in a day given the conditions for that day; c) paddle in 10 to 15 knot winds with seas of 2 to 3 feet; d) be able to launch and land from a beach in these conditions; e) use a marine band VHF radio.
Level 4	All of the above plus: a) paddle 15 miles in a day given the conditions for that day; b) paddle in 20 knot winds; c) handle open ocean, large swells.
Level 5	All of the above, and be able to paddle 20 miles in 25 knot winds with adverse sea conditions.

- c. Trips **must** be approved by the appropriate Activity Chair, or their designee, before they can be published.
 - i. The leader should send the trip listing to all of the following with the words “SEM Short Notice Trip Listing” in the email subject line to ensure it gets clicked on and opened right away (and not left until tomorrow):
 1. Their Activity Chair
 2. CC: erika.bloom@comcast.net and vogel.r@comcast.net
(Note: These CC’s do not allow for publishing the trip, but

provide advanced warning that the trip is being planned, in case Erika and Bob are planning to be away from their computers.)

3. The Activity Chair, or their designee, must forward their trip approval to erika.bloom@comcast.net and vogel.r@comcast.net . For time critical announcements calling may get the information out quicker, if Erika or Bob are available but not currently on their computers. Erika: 508-951-1001, Bob: 508-238-7732)

Activity Chair requirements

- 1) Approve all trips to be published, or,
- 2) Notify the Chapter Chair, Erika Bloom and Bob Vogel of any 'approved designee' who may approve trips A) In your absence, or B) at any other time.

What can be published?

- 1) New Short Notice Trip Listings, which do not have time to be published in the Breeze or Outdoors.
- 2) Trips, especially trips involving monetary outlay, that were published 'long ago' in the Breeze or Outdoors but which have not been filled, or are in danger of cancelling because of a shortage of participants.
- 3) Special Events, e.g., Workshops, talks, etc.
- 4) Non-AMC events which may be of special interest to AMC members may be published with SEM Chapter Chair approval.
- 5) Last minute changes, or cancellations, to 'Show & Go' trips which have been published in the Outdoors, Breeze, or on the AMC trip listing computer system. (Note: These changes do not require Committee Chair approval, and should be sent directly to Erika and Bob.)
 - a. For these time-critical change announcements, calling may get the information out quicker, if Erika or Bob are available but not currently on their computers. Erika: 508-951-1001, Bob: 508-238-7732 The full information should still be emailed to Erika and Bob so there are no misunderstandings, but calling can alert them that there is an important announcement to send out.

TO SUMMARIZE:

- 1 - Write up your trip in final form (complete, good spelling and grammar).
 - 2 - Email it to Erika, Bob, and your Activity Chair all at once
 - 3 - Wait for your Activity Chair to approve it
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Note: It is probably a good idea for all Leaders that may use the short notice list to also be signed up on the short notice list!

There are almost 1000 people signed up to receive short notice trip listings!

The following example shows what all short notice trip list members will see in their email:

