

Directors:

Field Trips Director

People who have held this position: Billie Barb, Cheryl Carlson, Mary Sue Kriefall, Maureen MacDonald, Martha Randall, Ann Wright.

The Director of Field Trips is responsible for researching local genealogical repositories as well as organizing and promoting trips to them. This includes contacting the facilities to coordinate dates and use; notifying members of upcoming trips; maintaining a sign-up sheet for each trip; securing drivers; organizing transportation, determining costs; and thanking the repository and drivers.

At the beginning of the year

- Before the beginning of the fiscal year determine which genealogical repositories members would like to visit (send around a sheet for members to vote for their favorites) and plan dates for each visit. There is a list of local repositories in the Field Trip Notebook. Note that some repositories may not be open every day. Discuss the current mileage rate with the Board in July.
- Develop a schedule for the year. Send an electronic file of the schedule (and any updates) to the President and the members of the Board.
- Field Trips are usually on the 4th Monday or Tuesday, September through June.
- Optional: Be the contact point for people who go to a repository or seminar on their own. If a member is interested in going with someone or is planning to go they would let you know and you can tell them who else is planning on attending. If you want to send out a notice to the general membership, the Membership Director has the e-mail distribution list of all members.

Monthly

- Publicize field trips in the newsletter and at society meetings.
- Research the upcoming field trip before each meeting so you can answer questions and describe repository holdings, items of interest, and travel plans. Information on repositories (addresses, phone numbers, hours of operation, etc.) is best checked on the repository website or by phoning the repository, as hours of operation, etc. change periodically.
- Notify the repository in advance that your group is coming and when – perhaps arrange a tour.
- Determine which members are interested in the trip - passing a sign-up sheet for upcoming trips during the general meeting is an easy way to do this.
- Contact interested members about a week before the trip to give them details of the plan and ask if they are going or not – e-mail is an easy way to do this.

- Information to give to those who indicate interest might include:
 - Meeting time and place. If car-pooling and taking a ferry, we have usually met in the Ken's Korner parking lot. For bus trips, meeting on a specific ferry works well, for trips north the Trinity Lutheran Church parking lot is handy.
 - Pertinent information on the repository e.g. the website, hours, and the address, if necessary.
 - Hours that you plan to stay so that they can anticipate when the group might return home.
 - Fees to expect e.g. library fees, ferry fees, mileage or bus fees.
 - Lunch availability – restaurants in area, vending machines or carts, need to bring a lunch.
 - Methods of paying for photocopies – bills, coinage, running a tab, etc.
 - If laptops, personal belongings, and cameras are allowed in the repository.
 - If there are secure storage areas for personal belongings.
 - If specialists are available for assistance.
 - If you have arranged an orientation at the repository.
 - Web-site address and phone number for further information on the repository.
- Determine the number going on the trip and arrange for drivers or make other arrangements for travel e.g. bus or train. Provide driving directions if necessary. Get current driving and parking directions from the repository web site or phone them.

During and after the Field Trip

- Determine the costs for the field trip (car/driver ferry fee, parking fee, and mileage) and notify each person of their share of the costs. On July 16, 2007 the Board determined to have those going share the costs equally. The mileage rate for 2008-2009 is the IRS rate of 58.5 cents per mile. Here are some suggestions:
 - Arrange payment for the car (cash or tickets) on the ferry trip to Mukilteo. There is no passenger fare from Clinton to Mukilteo.
 - Ask the driver to begin taking mileage at the meeting place and calculate it when you arrive at the repository.
 - While at the repository, prepare and distribute tabs for charges and collect payment - creating a form is an easy way to do this (see example in the Field Trip Notebook).
 - Tabs include car/driver ferry fare (both ways), parking fees, and mileage at the rate determined by the Board (currently \$.585 per mile). Divide this total by the number of people on the trip then add the return passenger ferry fare to determine the total tab per person. Note: there is a reduced fare for seniors.
 - Reimburse whoever paid the ferry costs to Mukilteo and pay the return ferry fares out of the money collected.
- Thank both the repository and the drivers after the trip – a thank-you note or e-mail is a nice way to do this.

At the end of the year

E-mail the schedule of Field Trips for the year including locations and contact information to the Director of Archives for GSSWI Permanent Records.

Repositories in Our Area

Auburn Public Library –S. King County Gen. Society holdings

www.kcls.org/auburn/aubhome.cfm

Bellingham Public Library

www.bellinghampubliclibrary.com

Edmonds Public Library

www.sno-isle.org

Everett Public Library – Northwest Room

www.epls.org

Family History Center – Bellevue

425-454-2690

Family History Center – Bellevue North

425-562-0361

Family History Center – Bellingham

360-738-1849

Family History Center – Everett

www.rootsweb.com/~wasigs/fhcevt/fhcindex.htm

Family History Center – Shoreline/Lynnwood/Mountlake Terrace

www.rootsweb.com/~wasigs/fhc/fhcindex.htm

Family History Center – Snohomish

425-334-0754

Fiske Genealogical Foundation Library

www.fiskelibrary.org

Heritage Quest Research Library in Sumner

www.hqrl.com

Laura Sparr's Library (on request)

National Archives & Records Administration (NARA)

www.archives.gov/pacific-alaska/seattle

Seattle Genealogical Society

www.rootsweb.com/~waseags/

Seattle Public Library

www.spl.org

Sno-Isle Genealogical Society Library

www.rootsweb.com/~wasigs/indexlibe.htm

Stillaguamish Genealogical Society Library

www.rootsweb.com/~wastvgs/

Suzzallo and Allen Libraries at U of W

www.lib.washington.edu/suzzallo

Washington State Library in Olympia

www.secstate.wa.gov/library

Western Washington University Library in Bellingham

www.library.wvu.edu/index.shtml

Field Trips for 2006-2007

<i>Date</i>	<i>Repository</i>	<i>Web Site</i>
Sep 25	Seattle Public Library	www.spl.org
Oct 23	National Archives & Records Administration (NARA)	www.archives.gov/pacific-alaska/seattle
Nov 27	Fiske Genealogical Foundation Library	www.fiskelibrary.org
Dec 25	No Field Trip due to holiday festivities	
Jan 22	Everett Public Library – Northwest Room	www.epls.org
Feb 26	Family History Center – Everett	www.rootsweb.com/~wasigs/fhcevt/fhindex.htm
Mar 26	Sno-Isle Genealogical Society Library	www.rootsweb.com/~wasigs/indexlibe.htm
Apr 23	Seattle Genealogical Society	www.rootsweb.com/~waseags/
May 21	Suzzallo and Allen Libraries at U of W	www.lib.washington.edu/suzzallo
Jun 27	Heritage Quest Research Library in Sumner	www.hqrl.com

Field Trips Scheduled for 2007-2008 (tentative)

	<i>Repository</i>	<i>Date</i>	<i>Web Site</i>
1	Fiske Library	Monday, September 24th	fiskelibrary.org
2	National Archives and/or Seattle Genealogical Society	Tuesday, October 23rd	archives.gov/pacific-alaska/seattle rootsweb.com/~waseags/index.html
3	Seattle Public Library	Tuesday, November 27th	spl.org
	No field trip in December		
4	Suzzallo and Allen Libraries at University of Washington	Tuesday, January 22nd	lib.washington.edu/suzzallo
5	Family History Center - Bellevue	Tuesday, February 26th	rootsweb.com
6	Washington State Library in Olympia	Tuesday, March 25th	secstate.wa.gov/library
7	Laura Sparr's Library in Mt. Vernon	tentatively set for Tuesday, April 22nd	
8	Stillaguamish Genealogical Society Library	Tuesday, May 27th	rootsweb.com
9	Western Washington State Archives in Bellingham	Tuesday, June 24th	secstate.wa.gov/archives/archives_northwest.aspx

2008-2009 Field Trips planned for Tuesdays
Sep 23 – Auburn Public Library
Oct 28 – Seattle Public Library
Nov 18 – National Archives/Seattle Genealogical Society
No field trip due to holidays & weather
Jan 27 – Suzzallo & Allen Libraries at UW
Feb 24 – Western Washington State University/NW Regional Archives for WA
Mar 24 - National Archives/Seattle Genealogical Society
Apr 28 - Bellevue Family History Library
May 19 – Courthouse in Coupeville
Jun 23 – Fiske Library

Focus on our Board

Director of Field Trips: Cheryl Carlson

People who have held this position: Maureen MacDonald, Mary Sue Kriefall

When I agreed to take on the Director of Field Trips position, I had only been a member of the society for five months. I have to admit, it was a little daunting going on my first field trip, but with help from the other members, it was a fun and rewarding experience.

The Director of Field Trips is responsible for researching local genealogical repositories as well as organizing and promoting trips to them. This includes contacting the facilities to coordinate dates and use; notifying members of upcoming trips; maintaining a sign-up sheet for each trip; securing drivers, organizing transportation and determining costs. Field trips are usually held the 4th Tuesday of the month, September through June, except December. A description of the upcoming field trip is described in the monthly newsletter along with the website of the repository so you can check ahead of time to see if this would interest you. Also, at the general meeting, I will make an announcement and pass around a sign-up sheet. About a week prior to the trip, I contact each member that signed up by phone or e-mail as to the details of the trip and confirm whether or not they are still planning on attending. Whether successful or not in your research, keep in mind that the drive to and from the repository is an excellent time to share ideas.

I also coordinate trips to any of the local seminars or other genealogy meetings as found in our newsletter. If you have an interest in going to one of them you can let me know and I'll try to match people up so they can share a ride and the expenses. You can reach me at 730-1161 or saratoga347@hotmail.com.

If you have any ideas as to libraries or repositories you would like to visit in the future or have a question regarding our current list of trips, feel free to contact me.

Submitted by Cheryl Carlson

From the 2007-2008 GSSWI newsletter