

Publishing and Leading Events

The publication for Sierra Singles members is *The Happenings!*, which is emailed monthly and updated each week. A summary of *The Happenings!* is on the Sierra Singles website <http://sandiego.sierraclub.org/singles/underHappenings>. Events are categorized as either Activities or Outings.

An **Activity** is a social event that does not move from one location to another. Any Sierra Singles member may sponsor, publish and host an Activity, if approved through our Programs Chair. Candy Brooks, 619 584-9072 escalagal@san.rr.com.

An **Outing** is an event that moves from one location to another and can only be led by a trained and current Chapter Outing Leader (COL). Any outing led for the Sierra Singles is credited to the leader's Sierra Club COL status. Any COL 1 or 2 may lead and publish an appropriate Outing with the Sierra Singles using the instructions below.

A. Publishing in The Happenings! only. Preferably, start 6 weeks before the outing to provide time for approval and to publish in The Happenings. If you don't make the monthly publication, the outing can be listed in the weekly update. Allow 2 weeks for approval and inclusion in the weekly update. (Please note that members without email do not receive the weekly updates, only the monthly printed copy):

1. Log into <http://sierraleaderssd.net/login.aspx> and go to Enter or change outings
2. Enter outing into **Leader Database and Master Calendar**, selecting "Singles" for Section.
3. Click "Check" by your name. Your COL status will be verified.
4. Click "Validate Outing Before Submitting". Any needed corrections will be displayed below.
5. Click "Submit". This should result in a copy going to the Singles Outing Chair for approval.
6. The Singles Outing Chair will review and approve the outing (or suggest changes needed for approval) and forward it (if approved) to Bonnie Sattler, our Editor, with copy to you.

Sample format for *The Happenings*:

MAY 16, SUN 9 A.M. BIG LAGUNA LAKE HIKE

Leader: Carol Stultz Asst: E.L. Lotecka E5A

After breakfast and cleanup at Foster Lodge car camp, we will do a two hour hike to nearby Big Laguna Lake. We will walk past bird feeding area, through meadow and along lake, before returning to Lodge. Wildflowers and birds are expected to be plentiful in the meadow. Bring 1 qt. water. For information, please contact Carol Stultz ssinglesmembership@gmail.com.

B. The Happenings! and Sierra Club Chapter Outings If you want to seek a wider audience than the Sierra Singles only, you can publish your outing with the entire Chapter as well. After approval, it will be listed on the Chapter's Outings website <http://sandiego.sierraclub.org/outings/index.asp?content=calendar> Also, your outing will be emailed to those on the Outings list soon after the 1st and 15th of the month. Follow all instructions in **A.** above, with the following changes and additions:

1. In your outing description, add at the end: "Open to Main Chapter."
2. Click the *Web Publishing* button on the left of the data entry section.

Problem Resolutions As a leader of an activity or outing, if you have problems with an attendee not following guidelines, not fitting in with the activity or disrupting/harassing other attendees, please talk to that person privately as an initial step. If this does not solve the problem, you can ask him or her to leave with a safe way back from an outing. Please report the person to the Sierra Singles Board Chair, E.L. Lotecka, 760 533-2725, sdwalks@interactor.cc.