

## **Responsibilities of Program Coordinators/Group Leaders Itasca Biological Station and Laboratories**

The responsibilities on this checklist apply to all program coordinators and group leaders of all programs at the Itasca Biological Station and Laboratories.

### **Responsibilities of Coordinators and Group Leaders**

- Check-in of all students and program participants at the beginning and throughout the duration of your program, including faculty, students, friends and family visitors. Keep accurate records for billing purposes. Coordinators and group leaders are expected to have primary responsibility for their group members and their guests.
- Ensure that all guests of students, instructors and staff (including spouses) **immediately upon arrival or prior to arrival** fill out and sign a registration card (release from liability statement). This is a legal requirement of the University of Minnesota. People unwilling to sign will be asked to leave the station immediately.
- Provide a list (updated daily if necessary) of all Station residents to the Station Manager (Charles Schmidgall), Associate Director (Dr. Jon Ross) and Program Administrator (Erin Fider). We must be immediately notified of all visitors to the station. **Minnesota law requires that we keep an accurate listing of all people residing overnight on the Station.**
- Make sure all program participants note the official posted information in cabins and labs for their safety.
- Check phone messages twice per day; notify your group members about their messages; distribute mail daily.
- Participants who have not paid for a meal plan and elect to eat some meals in the dining hall must notify kitchen staff and pay for meals at least 24 hours in advance. No refunds will be given. Meals can be paid by cash or by check payable to the University of Minnesota. See Erin Fider in the Station office, the Director, or you may pay the cooks directly. **Programs will be charged for meals left unpaid by guests and it will be up to the program, not the Station, to collect from these guests.**
- Prior to your departure, check to be sure all cabins and labs are left clean and ready for the next group. **Make sure all items are cleared out of lockboxes in student and faculty cabins.**