

The Docent News



For Tallgrass Prairie Preserve Docents

November 2000

Docent Evaluation Included.

Please complete the attached docent evaluation and return to Mary by Dec. 1. This survey tells us your intent to serve as a docent next year and offers you a chance to give input on the program. Please complete it and return!

Denim Docent Logo Shirt Available

Would you enjoy having a quality denim shirt with a Tallgrass Prairie sunrise logo and "Docent" embroidered on the shirt front above the left pocket? Cost is a bargain at \$30 per shirt. We will special order these shirts in December. All orders must be prepaid. If you are interested, please mark the appropriate blanks on the docent evaluation form and return the form and your check to us by the Dec. 1 deadline! Checks should be made out to The Nature Conservancy for \$30 per shirt. For more information, contact John Fisher 245-8662, or by email at jfisher@ionet.net.

Trail Guides Busy!

Our busy fall season continues! Many dates are on the calendar for groups that have requested trail guides, and our guides have risen to meet the need! Dates on the calendar with trail guide groups are:

Nov 1 & 9 – Emerson Elementary School (Tulsa)

Nov. 6 – Collinsville

Nov. 14 – Heart Path Tours

Nov. 15 – Addams Elementary School (Tulsa)

Call Marilyn Keefer 333-7761, if you'd still like to help.

Gift Shop News

The Gift Shop sales:

5,841.50 September 2000

5,275.50 September 1999

566.00 Increase in Sales

45,468.33 2000 Year to Date

41,137.79 1999 Year to Date

4,330.54 Increase in Sales

Docent Fall Opportunities

from: Dick Baker

Prairie Road Crew is on vacation until early spring. Hope to see you then.

Calendar

November

- 1 RSVP's due to Docent Picnic
- 11 Docent Awards Picnic (by invitation only)

December

- 1 Evaluation Due
- 9 Advisory Council Meeting (Tulsa Office)

Calendar

Please help us keep the shop open through the end of November! Most shifts have not been filled after November 16th. Also, if you are interested in working any in December, please let Barbara Bates know, particularly if you are available on weekends.

Barbara Bates has a new phone number, 748-9497.

Thanks!

REMINDER TO ALL VOLUNTEERS:

Please LOCK the Cash Drawer and the DOOR when you leave!! We are frequently finding them left unlocked! Take your time when you close to be sure that our security procedures are followed! Thank you!

Prairie News

from: Harvey Payne

- The Bison Round up began 10-16-00.
- We received nice rains Saturday and Sunday nights (Oct. 14 & 15).
- We are seeing migrations of songbirds.
- The asters are blooming.
- The gift shop has had an excellent year.
- The Prairie Road Crew has made a huge difference in the appearance of the Preserve.

HELP WANTED

from Mary Coley

Adopt-A-Bison program (volunteer) manager

Location: Tulsa office.

Skills required: data entry, file management, organization skills. Time required: 8-12 hours weekly, except during November, December and January, when the position requires full-time attention. If you are interested in a larger role in our work, with a tremendous benefit to the Tallgrass Prairie Preserve, please contact Mary Coley or Deirdre McArdle (Development Director) at the Tulsa office, 585-1117.

DOCENT ADVISORY COUNCIL – What's That?

The Docent Advisory Council is a group of docents who want to take a leadership role in the Tallgrass Prairie Docent Program. Some members hold positions on the council, others serve as at-large members (no responsibilities except attending meetings and providing input.)

The Council meets in December, January, and February at the Tulsa Field Office and in June or July at the Preserve. During the two-hour morning meetings the group reviews the program, smooth out any rough edges, considers changes and new opportunities. If you want to be more involved – here's your chance!

(All Docent Council meetings are open to any docent wanting to attend, even if you do not wish to be considered a Council member.)

Positions:

Activities – assists with planning Docent Reorientation, Socials and the Docent Dinner. Organization of additional events optional.

Recruitment – assists with planning pre-season recruitment events for new docents. Events are generally held in Tulsa, Bartlesville, Pawhuska and Ponca City in February.

Training – assists with planning and carrying out Reorientation for returning docents in March, and training for new docents in March/April.

Pawhuska Liaison – assists with contacts in Pawhuska with Chamber of Commerce and others.

Nature Exhibits – monitors nature exhibits, considers improvements and additions to this area.

Scheduling – assists with filling in work calendars by making phone calls as necessary.

Trail Guide Coord. – assists with trail guide training, and schedules trail guides to work when requests come in.

Scrapbook – maintains docent scrapbook, keeps related newspaper clippings, takes photographs, etc.

Visitor Records – monitors the visitor log and provides monthly reports noting numbers of visitors, place of origin, time of visit, etc.

Gift Shop Bookkeeper – tabulates monthly sales records and provides yearend report to shop manager and field office.

Book Selection and Purchase – selects new books for purchase/sale and makes all book orders.

Workday/Road crew – carries out Preserve workdays for painting, litter pickup, shop work.

Speakers' Bureau Coord. – Assists with training of volunteer speakers, maintains slide programs, schedules volunteers to meet requests.

At-large member – Attends Docent Council meetings to offer suggestions and help with special projects. Up to five at-large members.