

Friends of the Elephant Seal **MENTORING CHECK LIST**

NAME _____

Check In/Out Procedure (door entry, hours book, sign-in sheet)			
Equipment Use (chairs, binoculars, donation tubes, Wi-Fi, clothing)			
Pack Contents (photo book and newsletters). Filling the boxes on the bluff with E-Seal newsletters.			
Office (library, sales, announcements)			
Check the tidal booklet for high and low tide times			
Physical Area (viewing areas, callbox, nearby bathrooms)			
Attire & Weather (Additional FES shirts, vests jackets can be ordered from the office to accommodate climate needs).			
Attitude & Role of a Docent			
Ways to Approach Visitors			
Using the Clicker to Record Visitor Contacts			
The Donation Tubes, Wi-Fi transmitter, Use of the screw to lock in the donation tubes on the bluff. The operation of the Sales Table.			
Seal Tag Identification and Recording			
Visitor Interference with Wildlife			
Pets at the Viewing Sites			
What to do in case of Emergency/Injury to Visitors			
Donations and Memberships			
Recruiting Docents—How to answer inquiries			
Potential Conflicts with Visitors			
Injured or Dying Seals			
Not knowing the Answer to a Question			
Someone Giving Incorrect Information			

MENTOR _____ DATE _____

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