

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

*The responsibilities on this checklist apply to all program coordinators and group leaders of all programs that come and stay at the Itasca Station.*

- RESIDE ONSITE for duration of your group's stay. It is a requirement that EVERY group have an onsite coordinator. Inform IBSL@UMN.EDU who the coordinator onsite will be if it is not you.
- Make sure your group is aware that you are onsite and where to find you or how to get ahold of you when needed - for emergencies, lockouts, etc.
- Provide an accurate meal count along with a list of participants that are vegetarians or have special diet needs to IBSL@UMN.EDU no later than 3 weeks prior to your group's arrival.
- Provide a list of cabin assignments to IBSL@UMN.EDU at least 1 week prior to your arrival. Update as necessary with any changes, even if the changes occur after you have arrived at the station.
- Review Station policies with every member of your group – including all faculty, families, and other guests. **It is your responsibility to ensure your group is aware of and following all Station policies.** Station policies are posted in each cabin, and can be found on the [IBSL website](#).
- Check-in: Make sure all participants are aware that they CANNOT access their cabin until 3:00pm on the date of their arrival and must be out of their cabins by 10:30am on the date of their departure. If your group arrives before 3:00pm, that is fine but they cannot access their cabin until this time.
- Check-out: Ensure that everyone is out of cabins no later than 10:30am on their departure date, unless prior arrangements have been made with IBSL staff. Cleaning crews will begin to enter cabins at this time. If you have activities until later in the day onsite and need temporary storage of personal items, please contact IBSL@UMN.EDU on how to best proceed.
- If needed, create sponsored accounts for any/all non-UMN users who may need to use the Wi-Fi while at the Station. Non-UMN guests should be able to use our guest Wi-Fi network, but anyone who cannot access this will need a sponsored account set-up. *You may not know if this is needed until you are onsite.*