

# NFA Outings Handbook



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**T**hanks for volunteering to become an outings host. The job may seem daunting, but it really isn't that hard, and the rewards far outweigh the chores.

The NFA is a social club organized around a common interest in fly fishing. People come on NFA outings in order to have fun and make new friends. And most people do whatever it takes to have a good time on outings. By hosting the outing you are making it possible for all those who attend to create a fun-filled adventure.

One of the main purposes the club does these outings is so members can get to know each other better. After hosting an outing (and many more, we hope), you will have met some club members you have never met before, you will know casual club acquaintances better, and you will have facilitated outing participants getting to better know each other.

When members expand their friendships in the club, they become more likely to step forward and help out with the various chores that insure that the club functions smoothly and therefore continues to be an attractive organization for new people to join and for members to stay as members. So thank you for helping the NFA expand and become a better organization.

## Ways other people can help you

Being a host doesn't mean you have to do everything yourself. As a matter of fact, the more people you involve in helping with the outing, the more satisfied people will feel about the outing. Helping out is a more fulfilling way of participating than just showing up and hanging out. However, it is best to know exactly what chores you need help with, so when people ask how they can help, you will have a ready answer. Here are some suggestions of how people can help you with the outing:

- Transporting some of the outings equipment to the outing.
- The food shopping.
- Packing the food into boxes.
- Checking in participants and collecting fees (if necessary...).
- Registering the group campsite.
- Setting up the camp.
- Getting water from the stream or lake.
- Preparing the food.
- Cooking the food.
- Making, wrapping, and bagging sandwiches.
- Setting out the plates, bowls, cups and eating utensils.
- Serving the food.
- Laying out the food for serve-yourself meals.
- Pre-washing and washing the dishes.
- Drying dishes.
- Taking the garbage to the dumpster.

## One-day Outing

The event listing closes for registrants five days before the event and after that you can get a final list of who is going. The outings host(s) should be on time.

You will need a key to the storage locker, so make arrangements to get one. Contact the Events Manager or the NFA President. If all else fails, Dave Campbell, who lives near the locker and permanently has a key, can let you into the locker.

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The nice thing about hosting a one-day outing is that there is no meal planning, it is a potluck picnic. The amount of equipment needed on a one-day outing is minimal.

- Bring and hang the NFA banner to help everyone know where to gather and let others know who we are.

- You may not need an NFA table if the site has a picnic table. You may not need the shelter if the picnic area has a shelter (or it is not going to rain). One NFA table is all that is needed.

- Take the club’s garbage can if there is not one at the site. Be sure to bring a large black plastic liner.

- Bring a roll of paper towels. People use them for napkins. They are also used for cleaning up before packing up.

- Consider bringing a cooler with ice in case people bring perishable food and no way to keep it from becoming toxic before eating.

- Take garbage home with you if there is no garbage can at site.

## Weekend Outing

A weekend outing is a little more complex than a one-day outing because you have to bring more club and personal stuff. The club provides five meals (two breakfasts, two lunches, and one dinner). And you are generally far away from stores where you can pop over and buy something you forgot. So plan carefully and then double-check.

A weekend outing is the full blown deal, so use the Weekend Checkout List and make sure you bring everything on the list. Bring the shelter if there is any chance of rain. Do everything you can well ahead of time; waiting until the last minute can lead to overlooking things that become vital once the outing has begun.

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Use the Weekend Checkout List (see page 9) when you get the outings equipment from the Storage Locker. Check the weather forecast to determine whether to take the rain canopy.

Don’t forget to bring the list of registrants, an envelope for receipts and any checks or cash you collect, a few release forms, a ballpoint pen and a felt-tipped pen to the outing.

Needless to say, getting the outings equipment and food to the outing is essential. So wisely choose to whom you entrust this job.

## Planning and Buying the Food

Plan your menu based on the number of people you think you will be feeding on the outing. Write out a menu and gather recipes that are used for the meals. Check your recipes to see how many they serve; you may need to scale your reci-

### Where to shop for food?

*Go to a grocery store.  
Do not buy food at Costco! Even 20 people in one weekend cannot consume a 24-pack of muffins. People want a variety of food, not a huge quantity of the same thing. Buying food in Costco-sized quantities means lots of leftovers.*

*Look at the Nutrition Facts labels on packaged food items and note the “servings about.” This is a crucial guide.*

## Food Buying Tips

- ▶ **Coffee:** 1 pound of ground coffee will make enough coffee for 16 people for two breakfasts.
- ▶ **Bread:** A normal size loaf of sandwich bread will make 8 sandwiches. The ends can be used for toast Sunday morning (if you are not having pancakes). Buy one gluten-free loaf of bread in case there is someone who is gluten-intolerant.
- ▶ **Salad:** 1 large salad bowl will make enough salad for 16 people. Dress the salad at the very last moment and use less than what you think you will need; you can always add more dressing. If there is excess dressing at the bottom of the bowl you have used too much.

## No junk food

Don't waste your food budget on junk foods like sodas and "chips and dips."

First of all, some people on the trip are going to whip out chips and dips they brought to snack on while driving over.

Secondly, you can make healthy, tastier, and less expensive dips at home or on the outing. A thinly sliced loaf of good bread is tastier than chips. People will appreciate homemade appetizers just like they prefer homemade cookies over store bought ones.

pes (increase or decrease how many servings from each recipe). Then make your shopping list based on the recipes and non-recipe meals in the menu. Consult the sidebar for suggestions on bread, coffee, salads, snacks, and junk food. Feel free to call or e-mail experienced hosts for advice on menu planning, shopping lists, and food purchasing.

When you shop always check the nutritional label on the non-perishables food items (canned, bottled, and packaged food items) to see how many servings in the container. (Example: A jar of peanut butter says it has 14 servings; you have 12 people coming on the outing; you have pbj sandwiches for Saturday and Sunday; buy two jars.)

Purchase the non-perishables food items early and pack them, and then buy the perishable items at the last moment before the outing. There is no room in the storage locker for leftover food, so shop wisely and give away or take home all leftover food.

What beverages to provide? Coffee (see sidebar) and tea is provided. Orange and fruit juices are usually provided. Buy the 100% juice drinks; avoid fruit drinks that say "cocktail." And, by the way, the club does not provide alcoholic beverages. After people have attended an outing, they will bring their own beer and/or wine.

Pack up the non-refrigerated food in the square plastic pails. It really helps to pack and label (use masking tape and felt tip pen) the food by meal ("Dinner", "Saturday Breakfast"). If there are more than one box per meal, stick on a box label that says "Box 1 of 2", "1 of 3", etc.

Food that you would keep in your refrigerator at home needs to be kept in the club's large white cooler or your own cooler. Buy blocks of ice, not bags of crushed ice. Be sure to keep the cooler well drained so the fresh food doesn't get all wet in the cooler from melting ice. And keep the cooler lid closed on the outing; get out what you want and then close the cooler, don't just walk away and leave the cooler lid open; ice is fragile and will melt in no time.

Seal raw meat (be especially careful with raw chicken) in big gallon-sized Ziplock® bags.

By the way, the following items do not need to go in the cooler: uncut fruit, tomatoes, bread, onions, potatoes, and garlic. Put them in the plastic pails in layers with scrunched up paper bags between each layer.

## Setting up your Camp Kitchen

See the video here. In setting up the outings kitchen, you want to pay careful attention to the following:

- Make an effort to hang the NFA banner nearby. It helps others find the kitchen area, and it shows non-members what a great club we are.
- Set the kitchen up away from the campfire area. People who are working in the kitchen really can't move out of the way of the campfire smoke, so have the two separated.
- Manage potable (drinkable) and non-potable water so

no one drinks non-potable water. Bring the club's supply of plastic water jugs filled with potable water, and when they are empty refill them from safe sources.

- There are three round plastic 5-gallon pails (white, red, and yellow) for carrying water while in camp. As soon as camp is made, fill the red pail with bleach water for dish washing (use non-potable water and give the water a good squirt of bleach and then stir well; it should smell like a swimming pool). Set the red pail aside and cover it with the wooden dish rack and dish tubs so no one will use it for cooking or drinking.

- The white pail is used for water that will be boiled and used in cooking and dishwashing. Use potable water if available, but non-potable water is okay, since it will be boiled.

- The yellow colored bucket is filled with water and used as the pre-wash bucket. Use potable water if available, but non-potable water is okay since the pre-washed items will be washed and sterilized.

- The two wooden-topped folding tables need to be placed so that the cooks can easily take prepped food from the prep table to the stoves on the stove table. This most likely means that they are parallel with each other and far enough apart so two people can easily walk past each other in the space between the tables. The tables should be level; use the wooden shims to level the tables.

- Both stoves should be put next to each other at one end of the stove table with their control knobs facing the prep table. Use the double hose. Do check for gas leaking (use your nose, not a match) and tighten more if needed.

- Set up the club's plastic garbage can at the end of one of the tables. Put a plastic bag in it and secure the bag with the red strap. If you are going to recycle, then use some of the empty square food pails.

- Set up a system for hand washing. Food handlers should wash their hands before helping in the kitchen. Boil some water and place it in a container (maybe a dish washing pan) and set it out on a picnic table. Set hand soap and a water scoop (drinking cup?) next to it. One person scoops up water and pours it over the washer's hands as they are being washed. Hand sanitizer should be made available as well. Needless to say, one should wash their hands after using the bathroom.

- Set up the pre-wash bucket and brush at one end of the picnic table. Pre-washing the dishes and cooking utensils makes washing the dishes easier. Excess food should be scraped into the garbage, and then the plate, bowl, cup and utensils should be pre-washed by the person using them. Place pre-washed items away from clean ones so late comers do not use contaminated items. All cooking and food prep items should also be pre-washed.

- The cooler(s) should be put outside, but handy to, the kitchen area. Please keep people from sitting on the cooler; it breaks the lid, punches holes in its bottom and is a pain to get into with someone sitting on it.

### **Hand washing protocol**

- ▶ Help each other wash hands in hot, soapy water.
- ▶ Dry hands with paper towels.
- ▶ Have hand sanitizer handy to use after hand washing.



- The food pails should all be put in one area outside the kitchen. The pails that are needed for the next meal could be brought into the kitchen and placed under the tables. Open each pail just before the meal is to be prepared. All food pails should be closed at night. Do not use the food pails for garbage. Use some for recycling if so desired.

- If warranted set up the canopy over the cooking area. The canopy is for protecting the kitchen; no one wants to cook in the rain.

### How to make coffee

- ▶ Bring water to a boil in a large pot. You can use non-potable water (i.e. stream or lake water), since by boiling it (all it has to do is come to a rolling boil) you kill all the bad things in the water.

- ▶ Pour a half cup of boiled water into each of the green thermoses, shake, and put the screw top on. Let the inside of the thermoses warm up for a couple of minutes. Remove the screw top and pour out the water.

- ▶ Put the black plastic filter baskets into the top of the thermoses; then put the gold coffee filters in the baskets.

- ▶ Fill each filter about  $\frac{3}{4}$  full with ground coffee.

- ▶ Use a clean cup and slowly pour hot water through the coffee until you have filled up each thermos. Two thermoses hold a total of 16 cups.

- ▶ Hint: Put one thermos aside in reserve, so everyone uses the first thermos. When it is empty, put out the second and then figure out if you need to make another thermos of coffee (eight more cups).

## Preparing and Serving Food

Here are a few things to keep in mind when you plan on how to prepare and serve the meals efficiently:

- Let everyone know when the next meal will be served and serve it on time. Ask those who are going to cook the meal to be at camp at a certain time so the meal can be prepared and served when you said it would be. This means knowing how long it will take to prepare the meal, so plan accordingly.

- Saturday's breakfast is a quick and easy, serve yourself kind of an affair. Yet still, the coffee has to be made and the food may need to be prepped (e.g. fruit peeled and cut up, bagels sliced, etc.). Make the coffee and have that available for early risers. Set out the cream, sugar, a couple of spoons and hot water for tea and coffee drinkers. Then lay out the utensils and food: bowls, silverware, cereal, milk, juice, cut up fruit and pastries (cut up the pastries into smaller pieces). Since this is the first meal, tell everyone to adopt a cup for the whole weekend; each cup is uniquely marked with a letter. Any dirty dishes and utensils are rinsed and set aside to be washed first thing when returning to camp to prepare dinner (unless there is someone who is not fishing and staying in camp and would not mind doing dishes).

4A final word about coffee. There is no limit to the amount of coffee any group can drink at breakfast. Be strict on Saturday, you want to get out of camp and go fishing. Let people drink up all the rest of the coffee on Sunday.

4The club provides lunch on Saturday and Sunday. People take their lunches with them after breakfast and eat them whenever they want. Lunches are usually sandwiches; usually two sandwiches per person; usually one of the sandwiches is a PPJ; usually the sandwiches are wrapped in waxed paper and then put into a large Ziplock® bag. If you have a better idea for lunches, go with it.

4If you want people to recycle Ziplock® bags from Saturday to Sunday, their names need to be written on the bags (hence the felt-tipped pen you brought on the outing).

4Some hosts like to put out all the lunch fixings and let each person fix their own sandwiches. The advantage of this approach is that each person gets exactly what he or she wants. The disadvantages are: it takes much longer to do, it can be confusing, you may run out of fillings, and it is less

sanitary. Other hosts designate a sandwich crew that makes all the sandwiches and packages them up for Saturday's lunch, when everyone wants to get going and people are a bit disorganized. On Sunday, however, when things are less hurried and people know what lunch entails, let everyone make his or her own lunch.

- The big meal is Saturday dinner. Schedule it so there is at least an hour of daylight after the meal; people don't like doing dishes in the dark.

- Discourage people from contributing junk food as appetizers. If people fill up on chips and dips, there will be a lot of the prepared meal you served going to waste. Speaking of sharing, people generally bring wine and beer to share.

- It's best that dinner be served by those in the kitchen. Letting people serve themselves can result in it taking longer (and the food getting cold), bowls of food and serving utensils being knocked to the ground, and running out of food and some folks not getting anything to eat. So have people line up and then serve them a portion apiece. If there are leftovers, then let people serve themselves.

## Dish Washing Protocol

Things to consider when people are almost through eating so that the cleaning up runs smoothly and quickly:

- All dishes, cups, utensils, and cooking and food prep items should be pre-washed.

- Explain about what to do with food scraps and how to pre-wash things and how to segregate the dirty dishes from the clean ones.

- There is a dish washing protocol that involves three dish washing pans. The first pan is filled with boiling soapy water for washing. The second pan is filled with just boiling water for the first rinse. The third pan has cold bleached water for the final rinse.

- The wooden dish rack is for air drying plates. Most people enjoy drying dishes; it's a great time to socialize.

## Button up the Kitchen at Night

Before going to bed button up the kitchen so animals don't get into the food or the wind blows stuff into the dirt.

- Turn the gas off at tank.

- Cover the garbage and food boxes so night animals aren't attracted.

- Will a wind that comes up in the night blow loose stuff around? Put all the dried plates, bowls, etc. in the large plastic bins.

After the last breakfast of the outing, the following chores should be attended to:

- Have someone clean the stoves.

- Get rid of the leftover food either by throwing it in the

### Dish washing protocol

- ▶ Water (in red bucket) needs to be bleached at least 30 minutes before being used.

- ▶ Prewash all items that are going to be washed.

- ▶ Wear gloves; the washing water is boiling hot.

- ▶ Don't oversoap the first dishpan.

### Things to do after the outing

- ▶ Run cutting board(s) through your dishwasher.
- ▶ Wash and dry any dirty outings dishes left over from the outing.
- ▶ Top off the propane tank. Even if you feel that you used only a little propane, please take the tank and have it topped off.
- ▶ Launder the cloth kitchen towels (if used)
- ▶ Sharpen kitchen knives (if you know how).
- ▶ Return outings equipment to the locker.
- ▶ Prepare the Expense Voucher.
- ▶ Make out one of your checks to NFA for all the cash you collected.
- ▶ Mail the Expense Voucher (no cash), Roster, and stamped return envelope to Treasurer. Be sure to put your name and return address on the smaller return envelope.

garbage or giving it away.

- Pack up all the outings equipment more or less in the same manner that they arrived in.
- Make sure the campfire is really out (drown it).

### After the Outing

There are a few things to do for the next outing's host before taking the equipment back to the locker.

- Top off the propane tank. Even if you feel that you used only a little propane, please take the tank and have it topped off.
- Run cutting board(s) through you dishwasher. You might want to run the cups and bowls through the dish washer instead of hand washing.
- Launder the cloth kitchen towels (if used).
- Sharpen the kitchen knives (if you know how).
- Bleach clean the club's cooler.
- Return outings equipment to the locker.
- Prepare an expense voucher.
- Make out one of your checks to NFA for all the cash you collected at the outing (there should be none, but....
- Mail the expense voucher (receipts for food, propane, etc.; checks you collected on the outing; and your check for cash you collected on the outing) and stamped self-addressed return envelope to Treasurer.
- Return the locker key to the Events Manager or the NFA president.

### Where to get the tank topped off

Some gas stations do this (look for propane tanks) as do most UHaul® trailer rental places (go to <http://www.uhaul.com/finder/>; check the propane box, put in your zip code and check "get location".



# NFA Weekend Outing Equipment Checkout List

- 1 NFA Outings Banner
- 1? Rain Shelter
- 2 Two-Burner Stoves
- 1 Hose for two Stoves
- 2 Hot Pads
- 1 Propane Tank
- 3 Dishing Washing Tubs
- 1 Wooden Dish Drying Rack
- 1 Long Handled Brush
- 1 Sponge
- 2 Pair of Dish Washing Gloves
- 1 Dish Soap
- 1 Bleach
- 2 Tables
- 6 Wooden Table Shims
- 1 Large Cooler
- 2-3 Water Jugs
- 1 Garbage Can, Lid and Strap
- 3 Black Garbage Can Liners
- 1 Roll of Paper Towels
- 1 Black Box of Cooking Tools
- 1 Clear Plastic Measuring Cup
- 2 Plastic Cutting Boards
- 1 Large Metal Colander
- 4 Large Plastic Bowls
- 2 Coffee Thermos, Caps and Plugs
- 2 Gold Coffee Filters
- 2 Large Cooking Pots
- 1-2 Large Frying Pan
- 2 Griddles
- 1 Box of Eating Utensils
- 20 Plastic Plates for Eating
- 20 Plastic Soup/Cereal Bowls
- 1 Mesh Bag of Drinking Cups
- 1 Plastic Box of Tea, Cocoa and Sugar
- 1 Salt Shaker
- 1 Pepper Shaker
- 2-3 Plastic Totes for Equipment
- 8? Square Plastic Food Pails
- 3 Five-gallon Pails (white, red ,yellow)

