



**CHESAPEAKE BAY FOUNDATION**  
*Saving a National Treasure*

Dear Parent/Guardian,

Your student will soon be participating in a Chesapeake Bay Foundation (CBF) Student Field Program. CBF is a private, non-profit conservation organization dedicated to saving the Bay with watershed-wide environmental education programs. CBF Education introduces participants to the wonders of the watershed and works to heighten sensitivity, increase knowledge, and empower community members to take positive action toward the Bay's restoration.

For over five decades, CBF's educators have taken 1.5 million participants into the field to learn outside. From one day canoe and boat experiences to weeklong stays at our residential island centers, the philosophy is the same – To care for the environment, you must love it. To love it, you must know it. And to know it, you must experience it.



During the Student Field Program, your student will participate in a variety of outdoor activities – like pulling a trawl net for fish, marsh mucking, canoeing, and/or dredging for oysters – they might get WET and MUDDY. Being prepared and dressing appropriately will help make the outdoor experience both rewarding and fun.

Please prepare your student for their Student Field Program by:

- Reading the [Participant Information](#) to determine what to wear, what to bring, and to understand the expected behavior for their program.
- Complete the CBF [Multi-Day Field Program Health Form \(Spanish\)](#) and provide it to the teacher/group leader.

To learn more about CBF education programs, visit [www.cbf.org/education](http://www.cbf.org/education).

Sincerely,

Chesapeake Bay Foundation

Education Program Manager



## CBF STUDENT FIELD PROGRAM PARTICIPANT INFORMATION – MULTI DAY PROGRAMS

### WHAT TO WEAR & WHAT TO PACK

Appropriate clothing and gear for weather conditions is essential. All Student Field Program activities will take place outside on and near the water! Check the forecasted weather for your program date.

☀️ **Warm Weather:** In warm weather, staying hydrated and protecting yourself from the sun are key!

❄️ **Cold Weather:** It can feel 10-15 degrees (°F) cooler out on the water. Layers are important. You can remove layers if needed.

### PACKING LIST

- Clothes for 3 days (pants, long and short sleeved shirts, sweatshirts, fleece)
- Closed-toed shoes must be worn for all programming. Recommend 2 pairs.
- One outfit for marsh mucking – long sleeve layer, long pants, tennis shoes that will all get VERY muddy and one bathing suit to wear while washing off.
- Raingear – even if it is not forecasted, ponchos are okay

#### Warm Weather

- Lightweight long pants for bug protection
- Shorts
- Lightweight top layers
- Hat, sunshirt, sunglasses, sunscreen, lip balm

#### Cold Weather

- Warm, hooded waterproof coat
- Warm, waterproof footwear
- Warm hat, gloves, scarf
- Long johns, base layer, and/or warm underlayers

#### Essential

- Sleeping bag & pillow
- Towel
- Reusable water bottle
- Plastic bag for wet clothing
- Bandana to use as a napkin
- Pen/pencil & journal
- Flashlight
- Toiletries – toothbrush, toothpaste

#### Recommended

- T-shirt for art activity
- Flipflops or inside shoes
- Camera
- Binoculars

Muddy clothing and shoes cannot be discarded at the residential island center.



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## CBF STUDENT FIELD PROGRAM PARTICIPANT INFORMATION – MULTI DAY PROGRAMS

### EDUCATION PROGRAM POLICIES

#### CERTIFICATIONS, LICENSES, INSURANCE, & INSPECTIONS:

- ✓ All CBF educators are certified in Wilderness First Responder and CPR.
- ✓ All CBF captains hold a United States Coast Guard license.
- ✓ All CBF vessels are inspected annually by the United States Coast Guard.
- ✓ CBF carries liability insurance for any occurrence on land and water.

#### CANCELLATIONS DUE TO WEATHER:

CBF education programs will be canceled in the case of severe weather (extreme heat/cold, lightning, or high winds). Chesapeake Bay Foundation education staff will contact teachers or group leaders in case of a cancellation due to severe weather.

#### CBF EDUCATION PROGRAM REGULATIONS:

1. Use of cell phones for cameras or educational programming is up to the discretion of CBF staff.
2. Non-skid, closed toe shoes must be worn at all times.
3. No smoking, alcoholic beverages, or illegal drugs allowed.
4. No pets.
5. No guests (infant, student or adult).
6. No horseplay or racing.
7. Chesapeake Bay Foundation is not responsible for lost, damaged, or stolen valuables.

#### BOAT SAFETY:

1. All minor participants must wear life jackets at all times, including while getting on and off boats.
2. While on boats, all participants must obey the captain.
3. Get on and off the boat one at a time, per the captains' instruction.
4. Keep hands and feet inside the boat at all times, especially while the boat is leaving or coming into the dock.

#### MULTI-DAY (OVERNIGHT) PROGRAM FACILITIES:

1. Do not walk on any other dock other than CBF's dock unless accompanied by a chaperone. Use a buddy system when walking around the island during free time.
2. Do not ride on motorbikes or cars or golf carts.
3. House phone is for staff only. No unauthorized use. No public telephone is available.
4. No food allowed in dorm rooms.
5. All biological specimens must remain in the lab.
6. All relics of historical value will remain at the facility.
7. Do not enter any bedroom other than your own, unless instructed by staff.
8. Participants are responsible for any damage done to the facility. All damages will be reported to school authorities or the sponsoring organization for proper disciplinary action and monetary reimbursement.

**CBF staff have the right and responsibility to cancel a Student Field Program that is in progress if unsafe activity by participants warrants it.**



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## CBF STUDENT FIELD PROGRAM PARTICIPANT INFORMATION – MULTI DAY PROGRAMS

### INFORMATION FOR TEACHERS & GROUP LEADERS

#### SCHEDULING POLICY

If requests were made before the priority deadline, program confirmations will be emailed around two months after the deadline for each season. If requests were made after the priority deadline, program confirmations will be emailed soon thereafter.

#### PAYMENT AND CANCELLATIONS

Most of the operating cost for our Student Field Programs is paid for by private donations to CBF. CBF also receives funding from the various state organizations and private foundations to provide programs to certain student groups at reduced rates.

- To cancel, you must email the scheduling team at [FieldTrips@cbf.org](mailto:FieldTrips@cbf.org) or call 800-445-5572.
- The One Day Program cancellation deadline is 30 days prior to your scheduled date to receive a full refund. The Multi Day Program cancellation deadline is 45 days prior to your scheduled date. To receive a full refund. View the full cancellation policy. Please keep in mind that cancellations that go unfilled may jeopardize our ability to offer these at a reduced rate in the future.
- In the event of unsafe weather conditions, CBF will cancel the program and will attempt to reschedule based on remaining program availability, or a refund will be issued.
- Due to vehicle/bus accessibility to the Karen Noonan Center (KNC), the weather policy for sites accessible by boat-only does not apply. If KNC is part of multiple island centers booked at the same time, the deposit for KNC is non-refundable.

#### TEACHER/GROUP LEADER RESPONSIBILITIES

Active teacher participation in the program increases our effectiveness as educators and enhances the quality of the learning experience for participants. Please contribute to the program in the following ways:

Before your scheduled date:

- a. Review your contract thoroughly—note the date of your field experience. Contact the Education Scheduling Team ([FieldTrips@cbf.org](mailto:FieldTrips@cbf.org) or call 800-445-5572) immediately if you foresee a conflict. Please see our cancellation policy above.
- b. Select the appropriate number of participants (including all students, teachers, and chaperones). We require a minimum of 2 teachers and/or chaperones per group on Multi Day Programs. You may not exceed the maximum number set by United States Coast Guard regulations or CBF policy.



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- c. Copy and distribute the Dear Parents/Guardians letter, Participant Information, and Health Form to each participant. In addition, please provide each chaperone with a copy of the Chaperone Guidelines. NOTE: Advise participants that the Health Forms includes a photo waiver.
- d. Safety is our most important concern. Advise students that they are expected to act in a safe and considerate manner during the program. Review the [Education Program Policies](#) with students before the program and send it home for parents/guardians to review. Remind students that CBF staff reserve the right to end a program in progress if students act inappropriately.
- e. Prepare participants for the program! Facilitate a discussion about CBF's mission, discuss possible field investigations (canoeing, marsh mucking, pulling a trawl, etc.), research the weather forecast, and discuss how student might prepare accordingly.
- f. Visit <https://www.cbf.org/join-us/education-program/resources/> for helpful pre-program activities. Contact your educators to discuss following up on the activities during the program.
- g. Share your excitement about the program with the group. Participants with a positive attitude will get more out of their experience!

### During the Field Experience

- a. Bring completed Health Forms for ALL participants (students, teachers, and chaperones).
- b. Contribute your knowledge on topics covered in the field. We enjoy learning from you, especially information on local issues that will personalize the learning experience for your students. Work closely with the CBF educators to integrate their field content with your classroom curriculum.
- c. As lead teacher/group leader, you and any chaperones are expected to maintain order and enforce restrictions outlined in the [Participant Information](#). CBF staff are not expected to discipline students. Any student behavior that hinders CBF staff from running a safe, educational experience may lead to an early termination and jeopardize your school's future opportunities for programs.

### After the experience:

- a. Please complete a CBF Student Field Program Evaluation emailed to you after your program. Your feedback is important to us and crucial to the continuation of quality field experiences. Thank you!
- b. No educational experience can stand alone. Your students will benefit from post-program activities, service-learning projects, or other action projects that reinforce their experience learning outside. Visit <https://www.cbf.org/join-us/education-program/resources/>.
- c. Send us pictures from your program and/or samples of post-program projects. With your permission, we may include them in our newsletter *Watershed Voice* or on our website.



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## CBF STUDENT FIELD PROGRAM CHAPERONE GUIDELINES

Thank you for volunteering to chaperone a Chesapeake Bay Foundation (CBF) Student Field Program. You are about to embark on a truly unique experience. During the field day, please keep in mind the following guidelines:

- You are expected to participate fully in ALL field activities. Remember you will be spending the day outdoors. You may get wet and muddy, so dress appropriately for the weather. See [Participant Information](#) for details about what to wear and what to bring.
- You are responsible for the discipline of all participants, which may include removing individuals from activities if they are not participating properly.
- You are expected to obey all Chesapeake Bay Foundation safety policies and regulations, including: no cell phone use (except taking photos/videos), no smoking, no drinking alcoholic beverages, and no use of illegal drugs will be allowed on Chesapeake Bay Foundation education programs. See [Education Program Policies](#) for specific regulations and policies.
- You will need to assist in assigning meal prep/clean up duty, organizing/planning the meal, and ensuring that CBF facilities are properly cleaned up. Check with CBF staff for additional information about disposing of waste, recycling, and composting at the residential island center.
- Along with the other participants, you will be sleeping in dorm-style housing. Your assistance is required to ensure that participants maintain the facility schedule for lights out/wake up time. Check with the CBF educators for your group's activity schedule each day.
- You are responsible for participants' behavior throughout the evening after the educational programming is complete for the day.