



CHESAPEAKE BAY FOUNDATION
Saving a National Treasure

Dear Parents/Guardians:

Your student will soon be participating in a Chesapeake Bay Foundation (CBF) Residential education program. CBF is a private, non-profit conservation organization dedicated to “Save the Bay” with watershed-wide programs in environmental education and resource protection. CBF’s environmental education program introduces participants to the wonders of the watershed and works to heighten sensitivity, increase knowledge, and empower citizens to take positive action toward the Bay's restoration.

CBF's educators take more than 30,000 students and teachers into the field annually. From one-day canoe and workboat experiences to week-long stays at one of our learning centers, the philosophy is the same: ***To care for the environment, you must love it. To love it, you must know it. To know it, you must experience it.***

During the field day, your student will be participating in a variety of outdoor activities – like pulling a trawl net for fish, marsh mucking, canoeing, and/or dredging for oysters – where they might get **WET** and **MUDDY**. Dressing appropriately and being prepared for an outdoor experience will help make this challenging day(s) rewarding and fun.



Please prepare your student for his or her field experience by:

- Reading the ***Participant Information*** to help determine what to wear, what to bring and expected behavior for their field experience.
- Complete and return the enclosed ***Health Form*** to the classroom teacher prior to your scheduled field date. **No one will be permitted to participate without a completed form.**
- If we have your permission to use photos taken of your student for CBF materials, please sign the ***Photo Release*** section at the bottom of the Health Form.

If you would like more information about this education program, please visit www.cbf.org/programs .

Sincerely,

Chesapeake Bay Foundation
Education Program Manager



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CBF EDUCATION PROGRAMS CHAPERONE GUIDELINES

Thank you for volunteering to chaperone a Chesapeake Bay Foundation field education 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 the *Participant Information* sheet 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 policies for safety. Specifically, no cell phone use (with the exception of taking photos/videos), smoking, alcoholic beverages, or use of illegal drugs will be allowed on Chesapeake Bay Foundation education programs. See page 6 (*Participant Information/ education program policies*) for specific field program safety regulations and CBF policies.
- You will need to assist in assigning meal/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 program site.
- Along with the other participants, you will be sleeping in dormitory style housing. Your assistance is required to ensure that participants maintain the facility schedule for lights out/wake up time. Check with the program staff for your group's activity schedule each day.
- You are responsible for participants' behavior throughout the evening after the education program is complete for the day.




EDUCATION RESIDENTIAL PROGRAMS PARTICIPANT INFORMATION

(what to wear & bring)

APPROPRIATE CLOTHING FOR WEATHER CONDITIONS IS ESSENTIAL.
ALL ACTIVITIES WILL TAKE PLACE OUTSIDE AND/OR ON THE WATER!

 On the Bay it can feel at least 10-15 degrees (F) cooler than on land. In cool weather, bring extra warm, layered clothing, a hat and gloves. You may remove layers if needed, but you'll be glad to have them!

 In warm weather, staying hydrated is key! Bring a water bottle you can refill and reuse all day.

PACKING LIST

CLOTHES

Clothes for 3 days (pants, long and short sleeved shirts, sweatshirts, fleece)

One outfit for marsh mucking (long sleeve shirt, pants, and tennis shoes that will get REALLY muddy) and one bathing suit to wear when washing off

Closed-toed shoes for the boats/canoes

Rain Gear (EVEN IF RAIN IS NOT FORECASTED); ponchos are okay.

WARM WEATHER

Brimmed hat

Shorts

One pair of lightweight pants for the bugs

Lightweight long sleeve shirt for the bugs

GEAR

Sleeping bag, pillow

Water Bottle

Plastic bag to bring home wet/muddy clothing

Bandana to use as a napkin

Pen/pencil and journal

Flashlight

Sunglasses, sunscreen, lip balm

COLD WEATHER

Warm, hooded waterproof coat

Warm hat, gloves, scarf
(wool & fleece are best)

Layers of clothing (for warmth)

Warm, waterproof footwear

Quick drying underlayers

OPTIONAL

T-shirt for fish printing

Flip flops for inside the buildings

Camera

TOILETRIES

Toothbrush/toothpaste

Old towel for after marsh mucking

Washcloth

MUDDY CLOTHES CANNOT BE DISCARDED AT THE CENTER!



EDUCATION RESIDENTIAL PROGRAMS PARTICIPANT INFORMATION (*education program policies*)

CERTIFICATIONS, LICENSES, INSURANCE and INSPECTIONS:

- √ All CBF educators are certified in Wilderness First Responder and CPR lifesaving methods annually.
- √ All boat captains are licensed by the United States Coast Guard to operate a power boat.
- √ CBF carries liability insurance for any occurrence on land and water.
- √ All CBF vessels are inspected annually by the U.S. Coast Guard to be seaworthy.

CANCELLATIONS DUE TO WEATHER:

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

CBF EDUCATION PROGRAM REGULATIONS:

1. No MP3/CD players, video games, etc. Use of cell phone 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.

RESIDENTIAL FACILITIES:

1. Do not walk on any other dock other than the Chesapeake Bay Foundation'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 EDUCATORS HAVE THE RIGHT AND RESPONSIBILITY TO CANCEL A FIELD PROGRAM
IN PROGRESS IF UNSAFE ACTIVITY BY PARTICIPANTS WARRANTS IT!**



EDUCATION HEALTH FORM

(Mandatory for ALL participants)

Office Use Only:
Season: Spring Summer Fall
Teacher:
County: State:

Participant Name: _____
Last First

Birth Date: ___ / ___ / ___

Grade (if applicable): ___

School: _____

City: _____ State: _____

Program Date: ___ / ___ / ___

CBF Program: _____

HEALTH HISTORY

Does the participant have any allergies to medications, food or environmental factors (ie. bees, grass, etc.)? If so, please provide information about the severity and history of reactions.

Does the participant carry an epi-pen or inhaler? If so, please explain. _____

Are there any specific activities to be encouraged, limited or avoided? If so, please explain.

Does participant have a current tetanus shot? YES NO Date of shot: ___ / ___ / ___

List all current medications participant is using. (Send directions if to be administered. And when last dosage was given).

Does participant have any special dietary restrictions? YES NO If so, please explain below.

Please check below if participant has a history of or currently has any of the following conditions:

CONDITION	History	Current	CONDITION	History	Current
Heart Defect / Disease	<input type="checkbox"/>	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Bleeding / Clotting Disorders	<input type="checkbox"/>	<input type="checkbox"/>
Hypertension	<input type="checkbox"/>	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	<input type="checkbox"/>
OTHER: _____	<input type="checkbox"/>	<input type="checkbox"/>			

I give permission for me / my student to be administered the following medications as needed for minor discomfort.

Tylenol Advil Benadryl Cough drops Sudafed Antacid Other _____

Please provide any other important health related information about participant.



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Education Health Form, Page 2

PARTICIPANT INFORMATION

Home Address: _____ City: _____ State: _____ Zip: _____

Parent/Guardian (*minor participants only*): _____ Relationship: _____

Wk Phone: _____ Home Phone: _____ Cell Phone: _____

Student Cell Phone (if applicable): _____

Family Physician: _____ Office Phone: () _____

Insurance Company: _____ Policy # / ID #: _____

EMERGENCY CONTACT o *Check here if same as above parent/guardian.*

Name: _____ Relationship: _____

Wk Phone: () _____ Home Phone: () _____ Cell Phone: () _____

READ AND SIGN THE FOLLOWING MEDICAL RELEASE:

This health history provided in this document is correct so far as I know. I understand that participation in Chesapeake Bay Foundation (CBF) activities is entirely voluntary. I understand that the CBF field programs may involve boating (by canoe, kayak, sail and/or motor), hiking, camping, fishing and other outdoor activities. I know and understand the risks and danger involved in the above-named activities and I know and understand that unanticipated danger might arise. I hereby release CBF from any responsibility for injury which might occur as a result of participation in CBF activities except for those determined to be a result of gross negligence on the part of CBF. I give permission for (participant's name) _____ to participate in all field program activities, except as noted above. I also give permission to authorized personnel to carry out emergency diagnostic and therapeutic procedures as may be necessary for me / my student, and also permit such treatment procedures to be carried out at and by a local hospital for me / my student in the event of an emergency. I understand that any medical expenses will be billed directly to me or my insurance company. ***THIS SIGNATURE IS A REQUIREMENT FOR ALL PARTICIPANTS.***

Parent/Guardian or Adult Participant Signature: _____ Date: _____



READ AND SIGN THE FOLLOWING PHOTO RELEASE:

In order to promote our educational programs, CBF sometimes uses participants' names, voices and/or photographs in connection with media resources, but not as an endorsement. Please sign below if you *agree to grant* CBF permission to use you or your student's name, voice and/or photographs in connection with audio-visual productions, voice and/or photographs.

Parent/Guardian or Adult Participant Signature: _____

We would like to receive e-mail updates from the Chesapeake Bay Foundation:

Parent/Guardian's e-mail: _____ and/or Student's e-mail: _____



Education Residential Program Policies *(teachers and group leaders)*

SCHEDULING POLICY

- √ To confirm an education program reservation, return your signed contract (and deposit, if necessary) to the Annapolis office **30/45 days** prior to your scheduled date.
- ☛ In the event of severe weather (high winds, lightning or other conditions that may impact the safety of the participants), CBF may cancel the day without penalty to the group. We will do our best to reschedule the program for that season or return the deposit.

PAYMENT AND CANCELLATIONS

Most of the cost of operating our field programs for students 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.

- √ Cancellations must be given in writing or by phone a minimum of 30 days prior to one-day program or 45 days prior to a multi-day program. Cancellations by the group less than the minimum time stated above will forfeit 50% of the deposit. Please keep in mind that cancellations that go unfilled may jeopardize our ability to offer these at a reduced rate in the future!
- √ Eligible refunds must be requested by group within 90 days following the scheduled field experience date(s).
- √ Overnight programs will be billed for the minimum number of participants even if you bring less than the minimum. One-day programs are a flat rate. Prices are listed at the beginning of the Field Program Application.
- √ For overnight programs, you will be invoiced after the program for the number of participants over the minimum.

TEACHER/GROUP LEADER RESPONSIBILITIES

Active teacher participation in the program increases our effectiveness as educators and enhances the quality of the program as a 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 Coordinator *immediately* if you foresee a conflict. Due to the many requests that we receive, it may not be possible to re-schedule, even if you give appropriate notice of a cancellation. Please see our cancellation policy above.
- b. Select the appropriate number of participants (including teachers and chaperones). We require a minimum of 2 teachers or chaperones per group on overnight programs. You may not exceed the maximum number that is set by United States Coast Guard regulations or CBF policy.
- 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* now include a photograph waiver. If participants do not want their photographs included in future CBF materials they must indicate their preference on the *Health Form*.
- 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 “CBF Education Program Regulations” as outlined on the *Participant Information* sheet with students before the field experience and send it home for parents to review with their student as well. Remind students that we reserve the right to terminate a field experience in progress if students act inappropriately.



CBF

Education Residential Program Policies (for teacher/group leader), Cont'd

- e. Prepare participants for the program! Facilitate a discussion about the mission of the Chesapeake Bay Foundation, discuss what activities students might do during their experience (canoeing, marsh mucking, pulling a trawl, etc.) investigate the weather forecast for the date(s) of the program and discuss how student might prepare accordingly.
- f. Visit our website at www.cbf.org/programs to download suggested pre-program classroom activities. If you have taken a *Chesapeake Choices and Challenges* workshop, your curriculum materials include the suggested activities. Contact your program manager to discuss following up with the completed activities during the field program.
- g. **Share your excitement about the program with the group. Participants with a positive attitude will get more out of the experience!**

During the Field Experience

- a. Bring completed *Health Forms*. Completed Health Forms are required for each participant (students and adults). **ALL participants must have a completed *Health Form* to participate in the field program experience.**
- b. Contribute your knowledge on topics we cover or other related topics. We enjoy learning from you, especially information on local issues that will personalize the learning experience for your students. We encourage you to work closely with the program staff to integrate specific skills and interact effectively with your students.
- c. As lead teacher or group leader, you and any chaperones are expected to maintain order and enforce restrictions as outlined in *Participant Information* sheet. CBF staff should not be expected to discipline students. Any student behavior that hinders the abilities of the staff to run a safe, educational experience may lead to an early termination and jeopardize your school's future opportunities for field experience.

After the experience:

- a. Please complete a CBF Field Program Evaluation (which will be e-mailed to you). Your feedback is important to us and crucial to the continuation of quality field experiences. Thank you!
- b. **STUDENTS IN ACTION, THAT'S WHAT COUNTS!** No educational field experience can stand alone. Your students will benefit from post-program activities, service learning projects, or other action projects that reinforce their field experience. Visit our website at www.cbf.org/education to get information about restoration projects or other opportunities to get involved.
- c. Send us pictures from your field day(s) or samples of post-experience projects, we may include them in our e-newsletter, publications, or on our website!