

RESPONSIBILITIES OF THE SCHOOL

Prior to the trip

1. Determine finances: deposit and final payment. Forward a copy of the contract to your bookkeeper or accountant.
2. Decide if your school would like to schedule a teacher/parent meeting led by one of our American Outdoor School staff. Call Bob Frembling at 559-642-2435.
3. Arrange for transportation of all students, teachers and volunteer counselors.
4. Recruit counselors to assist with students during the outdoor school experience.
 - Carefully evaluate who you bring-perhaps use an application or contract form.
 - Have a meeting to discuss their role and responsibilities.
 - Give them the counselor information sheets from this packet and the teacher manual: Counselor Letter, Daily Schedule, Elective Information, Recreation Time Suggestions, Equipment List, Health Waiver Form (yes, even the adults need one.)
5. Send information home with students: Health Waiver Form, Equipment List, Vocabulary.
6. Divide students into their cabin groups.
7. Divide the students into instructional groups of about 20. Please attempt to separate any students that might become discipline problems.
8. Prepare for elective time if you have any special projects or crafts such as T-shirt painting, string art, etc. for your students.
9. Prepare for journal time. See the sheet, "Journal Information" located in the teacher manual, describing this part of the day's schedule.
10. Designate a first-aid representative. Prepare a first aid kit.
11. Contact Insurance Company to send **to the camp** a Certificate of Insurance.
12. Have the cabin assignment sheet, student roster and Health Waiver Forms completed and ready to give to the Supervisor at outdoor school.
13. Confirm that final payment was sent (in our office 5 working days prior to the trip date) to our main office address on your contract.

During the trip

1. It is required that the classroom teachers will participate in all aspects of the program, including responsibility for the following activities:
 - assist in electives if needed.
 - supervise journal time: a 30-45 minute period each day after dinner.
 - supervise students in their recreation time.
2. Classroom teachers are responsible to monitor the health and safety of the students.

Following the trip: call Bob Frembling to reserve dates for next year's program.