



mounthermon  
**outdoor  
science**

# INTRODUCTION

Congratulations! We are excited to be working with you as you plan your schools trip to Mount Hermon Outdoor Science School. There is a lot of information that you will be coordinating and we hope that we can make the process as easy as possible. Please read the following information carefully as there are many details that you will be responsible for. Let us know if you have any questions; we are here to help!

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# I. ABOUT THE PROGRAM

## PROGRAM GOALS

The Mount Hermon Outdoor Science School seeks to increase awareness and scientific understanding of the natural world through hands on lessons and concrete experiences while providing exposure to the outdoors.

### OUR PRIMARY VALUES INCLUDE:

- Character Development (i.e. respect, self-confidence, teamwork)
- Stewardship
- Science Literacy
- Wonder of Nature

Our program offers an exciting, academic, hands-on science program based on the California Science Framework. Students in 5th-8th grades actively participate in one week of outdoor science exploration while building confidence through the distinct challenges that students face throughout the week. Numerous opportunities are given for students to increase their awareness and understanding of our physical environment while encouraging good stewardship of our natural resources.

## OSS LINGO

**ADMIN:** An Administrator who will be acting as the OSS Principal for the week. The Admin is the person to go to with questions regarding the program schedule or operation. This person can generally be found inside the OSS office.

**HEALTH CENTER (SLUG HUB):** The Health Center or Slug Hub is our First Aid Station. It is open and staffed throughout the day.

**ECO LAB:** The lab is where you will meet our animal friends. Our lab is filled with snakes, lizards, salamanders, frogs, fish, insects, etc. Not to mention lots of animal pelts and skins and other natural wonders.

**MHOSS:** This is the main abbreviation for our program (Mount Hermon Outdoor Science School). If you see OSS it is the same thing...Outdoor Science School!

**TRAIL GROUP:** Trail Groups are the class units for your week of OSS. Each trail group is made up of two cabins (usually one boy cabin and one girl cabin) and one naturalist. Unless specifically requested, each trail group will only consist of one school.

**NATURALIST:** Our Naturalists are the teachers for the week. Naturalists will have a trail group who they will stay with for the entire week and will teach all kinds of fun natural sciences as well as team building activities. Each Naturalist has a college education and a passion for teaching science in the outdoors!

**NOOK:** This is the room located next door to the Health Center and is where our naturalists prepare for their classes and where we keep our teaching materials. Teachers can find the weekly trail group sign-ups here, so that you will know where each group is going for their classes each day. We ask that no students go into the Nook.

## FACILITIES & LODGING

Just 6 miles from the Pacific Ocean and Monterey Bay, Mount Hermon's 440 acres rest in the middle of the coastal redwoods, about 70 miles south of San Francisco, where the students are able to explore and learn in a dynamic environment. Endless hiking trails are located in the adjacent Henry Cowell State Park where students can view ancient redwoods or the unique sand hills that are distinct to this area.

**Accommodations:** Ponderosa Lodge has 24 cabins that are heated, carpeted and have full bathrooms (3 sinks, 2 showers and 2 toilets). Each cabin has 4 bunk beds (sleeping 8) and one roll-a-way bed. Each student has an individual closet and a drawer under the bunk.

**Facilities and Grounds:** Our Forum provides a central meeting area which is utilized for orientation, certain evening activities and as a classroom. Recreation options include a game room, ping-pong, foosball, a 25 meter heated lap pool and diving pool, basketball courts, sand volleyball court and a large rec. field. Ponderosa lodge dining room has round tables that serve 8 students family style meals.

## CLASSES & ACTIVITIES

Each day is filled to the brim with fun and educational experiences. Our classes are all based on the California State Science Standards and will stimulate students to become good stewards as well as promote team building. Each class includes at least one chaperone and varies from 14-18 students in size.

### **CONSUMERS:**

Students will learn to identify different types of consumers and how they interact with their environment. Class activities include observation of birds in the bird sanctuary, examination of mammal characteristics, and the study of snakes in our Lab.

## **ADVENTURE HIKE:**

One day a week, the students take an all-day adventure through the many acres that surround our facilities. This hike expands across 4 different ecosystems, taking the students through the redwoods, over the sand hills, by the creeks and to secret lunch spots on river beaches.

## **ECOSYSTEMS/PRODUCERS:**

Throughout this class students will grow in their knowledge of how photosynthesis drives plant growth and development as well as what role plants play in food chains and ecosystems. Students will be introduced to the local flora and edible plants.

## **CLIMBING TOWER:**

The climbing tower provides a wonderful chance for students to conquer their fear of heights and learn about setting and obtaining reasonable goals for themselves, while having fun!

## **NIGHT HIKE:**

As the sun sets and the stars and moon appear, students begin an exciting evening of learning how their night vision works, what nocturnal animals are, and all about the night sky. Students are faced with the challenge of hiking at night in a safe and supportive environment.

## **CAMPFIRE:**

This is a great time for the students to relax and have a good time singing as skits and songs are performed by the naturalists. The night concludes with a campfire story and a yummy s'more cooked over the open campfire.

## **WATERSHED STEWARDSHIP:**

Students begin by learning about the basics of a watershed then hike through a portion of our watershed, through the Riparian corridor and finish at Bean or Zayante Creek. At the creek, students explore concepts and look for specific attributes that make a creek healthy.

## **CLUE:**

This evening activity focuses on problem solving and deductive reasoning. Students move from station to station around camp, with their cabin, to question different suspects and ultimately solve the mystery of the "squirrel napping".

## **ELECTIVES:**

Electives are a fun time where students can learn about additional activities that cater to personal interests. A few example electives include: basket weaving, candle and chap-stick making, art with nature, rocketry, survival, and field games.

## **SKIT NIGHT:**

The last night of the week is a chance for the students to practice their public speaking and dramatic skills as they perform skits that they have been preparing all week during their cabin time. Each cabin group is assigned a skit topic relating to something learned throughout the week.

# Mount Hermon Outdoor Science School

## DAILY SCHEDULE

### MONDAY

10:30 - 11:00 am	Arrival
11:00 - 11:55 am	Orientation Meetings <sup>1</sup>
11:55 - 12:25 pm	Move into Cabins
12:25 pm	<b>LINE UP</b>   Announcements
12:30 - 1:00 pm	LUNCH
1:00 - 1:30 pm	Cabin Time <sup>2</sup>   Activity Prep <sup>3</sup>
1:30 - 3:30 pm	<b>LINE UP</b>   Class
3:30 - 3:45 pm	Cabin Time <sup>2</sup>
3:45 - 4:50 pm	<b>Fire Drill</b> <sup>4</sup>   Student Recreation Time
4:50 - 5:15 pm	Cabin Time <sup>2</sup>   Meal Setup <sup>5</sup> at 5:00pm
5:15 pm	<b>LINE UP</b>   Announcements   Flag
5:30 - 6:15 pm	DINNER
6:15 - 6:45 pm	Cabin time <sup>2</sup>   Activity Prep <sup>3</sup>
6:45 pm	<b>LINE UP</b>   Good Skit, Bad Skit   Meeting
7:15 - 9:00 pm	Evening Activity [Campfire   Clue]
9:00 - 10:00 pm	Prepare for Bed   <b>Visit Health Center</b> (if necessary)
10:00 pm	LIGHTS OUT

### Cabin Leaders please be on time for LINE UP!

Meetings <sup>1</sup>	Teachers and Cabin Leaders meet with OSS administration and students meet with Naturalists
Cabin Time <sup>2</sup>	Rest   Work on posters or skits   Naturalist assigned homework
Activity Prep <sup>3</sup>	Use the Restroom   Collect Backpack, Water Bottle, Pencil, & Student Books   Put on sunscreen, rain gear, or warm clothes
Fire Drill <sup>4</sup>	Wait inside Cabin until siren is heard   When siren sounds, entire cabin link hands or wrists and report to Sport Courts
Meal Setup <sup>5</sup>	Selected trail group ONLY report to Dining Hall to setup for the meal (ask your Naturalist)
Cabin Leader Off <sup>6</sup>	One cabin leader is required to accompany the Naturalist. All additional cabin leaders may have time off. Please communicate with the Naturalist.
Teacher Meeting <sup>7</sup>	Teachers meet with students

### TUESDAY/WEDNESDAY

7:00 am	Day Begins   Meal Setup <sup>5</sup> @ 7:30 am
7:55 am	<b>LINE UP</b>   Flag
8:00 - 8:40 am	Breakfast
8:40 - 9:10 am	Cabin Time <sup>2</sup>   Activity Prep <sup>3</sup>
9:10 - 11:15 am	<b>LINE UP</b>   Class   Cabin Leader Off <sup>6</sup>
11:15 - 11:45 am	Cabin Time <sup>2</sup>   Meal Setup <sup>5</sup> @ 11:30 am
11:45 am	<b>LINE UP</b>   Announcements   <b>Posters Due Wed.</b>
12:00 - 12:45 pm	LUNCH
12:45 - 1:15 pm	Cabin Time <sup>2</sup>   Activity Prep <sup>3</sup>
1:15 - 3:30 pm	<b>LINE UP</b>   Class   Cabin Leader Off <sup>6</sup>
3:30 - 3:45 pm	<b>LINE UP</b>   Lowering of the Flag
3:45 - 4:50 pm	<b>LINE UP</b>   Student Recreation Time
4:50 - 5:25 pm	Cabin Time <sup>2</sup>   Meal Setup <sup>5</sup> @ 5:00 pm
5:25 pm	<b>LINE UP</b>   Announcements   Flag
5:30 - 6:15 pm	<b>DINNER</b>
6:15 - 6:45 pm	Cabin Time <sup>2</sup>   Activity Prep <sup>3</sup>
6:45 pm	<b>LINE UP</b>   Teacher Meetings <sup>7</sup>   Game
7:15 - 9:00 pm	Evening Activity [Night Hike   Clue]
9:00 - 10:00 pm	Prepare for Bed   <b>Visit Health Center</b> (if necessary)
10:00 pm	LIGHTS OUT

**\*\*SCHEDULE SUBJECT TO CHANGE – NOT FOR DISTRIBUTION\*\***

## THURSDAY

7:00 am	Day Begins   Meal Setup <sup>5</sup> @ 7:30 am
7:55 am	<b>LINE UP</b>   Flag
8:00 - 8:40 am	Breakfast
8:40 - 9:10 am	Cabin Time <sup>2</sup>   Activity Prep <sup>3</sup>
9:10 - 3:00 pm	<b>LINE UP</b>   Make bag lunch   Adventure Hike
3:00 - 3:45 pm	Cabin Time <sup>2</sup>   Prep for Skit Night
3:45 - 4:50 pm	<b>LINE UP</b>   Student Recreation Time
4:50 - 5:25 pm	Cabin Time <sup>2</sup>   Meal Setup <sup>5</sup> @ 5:00 pm
5:25 pm	<b>LINE UP</b>   Announcements   Flag
5:30 - 6:15 pm	<b>DINNER</b>
6:15 - 6:45 pm	Cabin Time <sup>2</sup>   Finalize Skits
6:45 - 9:00 pm	<b>LINE UP</b>   Skit Night
9:00 - 10:00 pm	Prepare for Bed   <b>Visit Health Center (if necessary)</b>
10:00 pm	LIGHTS OUT

## FRIDAY

7:00 am	Day Begins
7:55 - 8:15 am	Clean Cabins   Move Luggage   Meal Setup <sup>5</sup> @ 7:45
8:15 am	<b>LINE UP</b>   Flag
8:30 - 9:00 am	BREAKFAST
9:00 - 10:15 am	Review Class   Teachers meet w/ OSS Administration
10:15 - 10:45 am	Meeting in the Forum
10:45 am	Departure

***All luggage must be moved out of cabins by 8:15 am. Students will not be allowed back in the cabins after this time.***

***Clean cabins thoroughly. Please leave all closet doors and drawers open for last inspection.***

***Cabin Leaders please turn in all materials (endangered species sign, cabin leader manual, schedule, skit can, badge, and clean cabin score sheet) to the Eco-Lab by 8:15 line up.***

**\*\*SCHEDULE SUBJECT TO CHANGE – NOT FOR DISTRIBUTION\*\***

## II. TIMELINE AND CHECKLIST

### TIMELINE OVERVIEW

#### 6-12 Months in Advance

- Reserve your week at OSS. We have Fall, Winter, and Spring dates
- Set Up a parent/student orientation meeting
- Reserve your transportation to and from Mount Hermon

#### 3-6 Months in Advance

- Execute your fundraising plan
- Prep your students
- Select your cabin leaders and set up a cabin leader training session

#### 2-4 Weeks in Advance

- Collect all required forms
- Return completed rosters and Allergies and Restrictions form to Mount Hermon
- Finalize your transportation to and from Mount Hermon
- Inform students of T-shirts and bags for purchase

#### Arrival Day

- Distribute directions to Ponderosa Lodge
- Collect all student medications
- Call the OSS office when you are 15 minutes away

### SIX TO TWELVE MONTHS IN ADVANCE

#### 1. Reserve your week at Mount Hermon

**Timing:** It will be very important to evaluate the dates you are considering to determine if there are other events that could potentially be in conflict. Look at your school's schedule to see if there are school holidays, events and/or testing that conflict with any of the dates you are considering. If you are using high school students as cabin leaders it will be important for you to look into the high school schedule, especially AP testing dates and special event dates like Homecoming and Prom.

**Options:** Make sure that you choose at least three potential dates for your school in the event that your first choice is not open. Priority is given in returning schools but we will do our best to find a good fit for every school. It is important to note that in most cases your school will be paired up with other schools.

## **2. Setup a parent/student orientation meeting**

Arrange a meeting with parents and students to introduce the program and its benefits. Edit our version of the **SAMPLE PARENT MEETING LETTER** found at the end of this section to fit your needs. An orientation facilitated by a Mount Hermon staff member can be arranged. It is also very helpful prior to this meeting to print or include the link to the **PARENT/STUDENT MANUAL** which includes a thorough introduction to the program as well as all of the forms that need to be completed for each student. During this meeting you will also want to cover the following:

**Program and goals:** Introduce the program as a rewarding and unique experience for students. Share how the students will be learning on the trail through hands on experiments led by an experienced naturalist. Provide parents with the goals that the school wishes the students to attain during their week at Outdoor Science School.

**First aid and safety:** Provide parents with information regarding our Health Center. Make sure to include that the Health Center is open from 7:30am to 10:00pm every day and is staffed by a trained first aid attendant. Medications are dosed by a Registered Nurse. Have parents refer to the **PARENT/STUDENT MANUAL** for more information about medications and what to send with students.

**Ask for support:** Request parents to help organize the upcoming week of Outdoor Science School (volunteers for bookkeeping, fundraising, setting up transportation, collecting and organizing forms, and/or as cabin leaders for the program). It will be important for you to access your specific needs before the meeting to see what volunteer jobs need to be filled.

**Program cost and fundraising:** Discuss the cost of the program. It is helpful to breakdown the cost for transportation and program cost. Ask for a deposit from parents that evening and suggest an installment plan for families who cannot pay all at once. Talk with parents about fundraising options and get volunteers.

## **3. RESERVE YOUR TRANSPORTATION**

Please refer to the Transportation section for more information.

## THREE TO SIX MONTHS IN ADVANCE

### 1. Execute a fundraising plan

See the Fundraising section below for ideas and information about fundraising for our program.

### 2. Prep your students

**Academic readiness:** Talk to students about academic structure of the program as well as academic expectations for them. Make sure students are clear on the fact that their time at Outdoor Science will be both fun and educational.

**Social expectations:** Emphasize cooperation and respect for others and themselves. Discuss the STUDENT CONTRACT (found at the end of the PARENT/STUDENT MANUAL).

**Physical readiness:** Make sure that all students are prepared for the physical demands of the program. Encourage students to initiate an aerobic physical fitness program at home to prepare for the week.

**Personal readiness:** Stress the importance to parents and students that they follow the STUDENT PACKING LIST (found in the PARENT/STUDENT MANUAL) for safety as well as comfort. Encourage them to think ahead about what they will pack.

### 3. SELECT YOUR CABIN LEADERS AND SET UP A CABIN LEADER TRAINING SESSION

Refer to the Cabin Leader section for more information.

## TWO TO FOUR WEEKS IN ADVANCE

### 1. COLLECT ALL REQUIRED FORMS

Once you collect the health forms from students and cabin leaders please organize them alphabetically. See the Health and Safety section for more information.

## 2. RETURN COMPLETED FORMS TO MOUNT HERMON

All forms can be found on our website.

**Allergies and restriction form:** Please fill out an Allergies and Restriction Form after screening all of the health and medication forms. This form is a summary of all the allergies and important medical information for every teacher, cabin leader and student. Fax or email this form in at least two weeks before your program week to allow us to plan accordingly.

**Cabin rosters:** Use this form to assign all participants to a cabin. Refer to the Rosters section below.

## 3. FINALIZE YOUR TRANSPORTATION

Double-check and finalize your transportation to and from Mount Hermon Outdoor Science School.

## 4. T-SHIRTS AND BAGS

Let students know that T-shirts and draw string bags will be available for sale during their week of OSS. T-shirts cost \$12 and draw string bags are \$5. Students should bring cash or check (made out to **Mount Hermon**), but should bring **NO** other money. Sizes range from Youth M to Adult XL.

# ARRIVAL DAY

## 1. BEFORE DEPARTURE

We suggest organizing volunteers to help with the process of collecting all medications and checking students in on your arrival day.

**Directions:** Make certain that each driver has a map and clear directions to Ponderosa Lodge (see the Transportation section). Communicate any planned stops along the way and distribute cell phone numbers.

**Medications:** Collect all medications (prescription, over the counter, and supplements) from students before students leave school. Place all medications inside a clear Ziploc bag (if not already done) with the students name written on the outside. We suggest that you have a checklist of all the students who have marked that they are bringing medications and checking students off as they turn in their medications. It is important to note that all health information is private information and must be guarded carefully.

**Communication:** Designate someone to call the OSS office when the school is within 15 minutes from arriving. The number to call is 1-831-430-1297.

# SAMPLE LETTER FOR PARENTS

Dear Parents:

We are excited to let you know about an addition to our academic program. In conjunction with the Mount Hermon Outdoor Science School, we will be experiencing an amazing week of science exploration.

Mount Hermon Outdoor Science School is a private, non-profit organization who seeks to foster a deeper understanding and interest of the natural world while challenging individuals to grow personally and as a community.

We are planning this trip for the week of \_\_\_\_\_ .

The Mount Hermon Outdoor Science School staff is made up of professional individuals with a passion for teaching young students science. Students will learn experientially as they study science in what we call the best classroom...the great outdoors! We think this is an exceptional educational opportunity.

The cost per student is \$ \_\_\_\_\_ .

The deadline to return the registration form, student contract, health forms and tuition fee is \_\_\_\_\_ (insert a specific date, 2 months in advance of your arrival).

This cost covers transportation, tuition and room and board. We hope to have 100 percent participation of the group. Some parents may wish to contribute toward the fee for a child other than their own so that we may offer assistance to those unable to afford the entire fee. Parents should encourage students to earn part or all of the expenses involved. Should there be any students who do not wish to attend this unique learning program, we will have a regular week of scheduled classes for them here at school.

The weather in Mount Hermon can be anything from warm sunshine to cool rain, and the required clothing list is self-explanatory. We ask that students do not bring any electronic devices other than a camera. Outdoor Science t-shirts will be for sale for \$12 and backpacks for \$5. Students can bring cash or check for a t-shirt or bag but should bring no other money.

Mount Hermon has a health center that is staffed from 7:30 am to 10 pm by a CPR/First Aid certified health aid, and a registered nurse is on site regularly and on call.

More information can be found on the Mount Hermon web site at [www.outdoorscience.com](http://www.outdoorscience.com).

Should you have any questions about the program, please contact me.

### III. ORGANIZING THE TRIP

## HEALTH AND SAFETY

One of our health aids, who are certified in Red Cross CPR and Adult First Aid, is on duty 14.5 hours a day. Our Registered Nurse is present every day to dose all medications and as needed to dispense over the counter medication if previously OK'd on page 2 of the MINOR HEALTH FORM. Our Health Center is fully stocked with all the basic medication and equipment, a phone, two beds, a bathroom, and a shower. If further assistance is needed, an emergency medical clinic is located in Scotts Valley, 5 minutes away, and a full service hospital is located 20 minutes away.

By law, students may not keep any medications with them, and they may not dispense medications to themselves. This includes any over the counter medications such as Tylenol, Ibuprofen, antacids, creams, ointments, and food supplements as well as any prescription medications. Our Registered Nurse will dose all these medications at the correct times. Asthma inhalers are kept in the nurse's station and may be picked up prior to hiking or strenuous activity.

Students need to be in good general health before arriving. A student will be promptly sent home for any of the following health issues:

- Vomiting more than once
- Signs and symptoms of a fever
- Temperature above 100.4 degrees
- Signs of a contagious disease or lice
- Missing more than 1 class

If a student has been sent home for a medical reason, they must be symptom free for at least 24 hours and cleared through their doctor before returning to camp.

Parents who are sending any prescription medication must have all of the medication information available both on the bottle and they must completely fill out the PRESCRIPTION MEDICATION form. This form does require the signature of a Physician, so it will be important to distribute it well in advance. All medications MUST be in their original packaging. Please organize medications for each student by placing them in a clear plastic Ziploc bag (each student with medications needs only one bag) and labeling each bag with the student's name.

Before arriving at Outdoor Science School all medications need to be collected in one box and then turned into the Health Center upon arrival.

It is important to inform parents that they DO NOT need to send the OTC medications listed below with their student unless their student has a medical condition requiring regular dosing each day. Our Health Center is well stocked with these medications and if needed students will be given the proper doses of these OTC medications. We are able to dispense from our stock ONLY if approved by the parent/guardian on page 2 of the MINOR HEALTH FORM.

OVER THE COUNTER MEDICATIONS PROVIDED IN THE HEALTH CENTER:

- Acetaminophen (Tylenol)
- Ibuprofen (Advil, Motrin)
- Diphenhydramine (Benadryl)
- Technu Extreme (Poison Oak skin wash)
- Guaifenesin DM (Cough Medicine)
- Mediscan Swab (Sting Relief)
- Antibiotic Ointment
- Hydrocortisone Cream
- Antacids (Tums)
- Aloe Vera Lotion
- Loratadine (Claritin)
- Cough Drops

Please make sure all students and cabin leaders under the age of 18 completely fill out the MINOR HEALTH FORM and the PRESCRIPTION MEDICATION FORM if they are bringing any prescriptions. Teachers and cabin leaders over the age of 18 are required to fill out the ADULT HEALTH FORM.

Once you collect the health forms from students and cabin leaders please organize them together alphabetically. We suggest using a large three ringed binder to organize the forms. (Please do not use clear plastic sheet holders for the forms since it dramatically slows down processing). You will turn all of these forms in to the Health Center where they will be filed for the week. You will get all of the forms back at the end of the week.

To avoid homesickness and maintain a safe environment, Mount Hermon is a closed campus. Parents may NOT visit or drop off items/packages. Additionally, students are not allowed to call home or receive calls from their parents. We recommend parents send hand written letters - not emails to their children. We ask that parents not send "care packages" including any amount of food, candy or toys. Parents that send mail to Outdoor Science School need to make sure it will be received by Friday morning. We recommend sending mail one week in advance and we will hold it until students arrive. If students plan to write to their parents, make sure they come with pre-addressed and stamped envelopes.

# CABIN LEADER SELECTION

Your school will need to bring cabin leaders to oversee the students and assist in facilitating activities. Cabin leaders play a vital role in the week and help to shape the students overall experience. Schools choose either mature High School students or parents to act as cabin leaders for the week. If using High School students we ask that you only use juniors and seniors. You will need at least one cabin leader per cabin and we strongly recommend bringing 2 additional cabin leaders (preferably one of each sex) to act as a backup in case of an emergency.

In selecting cabin leaders it will be important for you to look for certain characteristics. Because they will be role models for their cabin and trail group they will need to possess the maturity to lead and care for students as well as a respect for authority and the natural world. They will also need to be enthusiastic and willing to participate in the program.

We recommend hosting a cabin leader training session to distribute the CABIN LEADER MANUAL and to prepare them thoroughly for the program. The CABIN LEADER MANUAL outlines specifically what part the cabin leader plays in the week and contains all the necessary paperwork that must be filled out. Some points you will want to be sure to highlight during your cabin leader meeting include:

**Safety and supervision:** Emphasize the safety and supervision of students as the primary responsibility of every cabin leader. Students must always be supervised!

**Cabin leader expectations:** Cabin leaders must adhere to a high standard of excellence. Their actions and words must always be appropriate for elementary aged students.

**Limited personal time:** A week of Outdoor Science is extremely demanding and tiring. Cabin leaders will be sleeping in a cabin with students and with them at all times during the day. They are expected to put the needs of students before themselves.

# FUNDRAISING TIPS

Fundraising can be a fun and creative activity. If students engage in fundraising for some of their tuition, the experience can give them a greater sense of fulfillment. If performed on a wide scale, fundraising can increase the community's investment in students and schools. Some ideas include:

**Trash-a-thon:** Students collect pledges of \$1 per bag of trash they pick up during a supervised community, school, or street-litter pick up.

**Read-a-thon:** Students collect pledges based on how many books they have read during a time period.

**Walk-a-thon:** Students are sponsored for miles trekked.

**Community yard sale:** Organize a yard sale in which student's families donates items to sell. Promote the event ahead of time and say what the sale will benefit. At the yard sale, put out a jar or basket for additional donations.

**Auction:** Ask local businesses, artists, and artisans to contribute goods for a community auction. Enlist service clubs for help, such Rotary, Elks, or Lions.

**Banquet:** Student's families donate one dish for a potluck dinner. Ask a community center, service club, or church to donate space and include entertainment such as a local band. Students can talk about why the outdoor education program is important for their education.

**Coupon book:** Collect coupons from local businesses and put them together in a book made from recycled paper and cardboard. Charge a price for book that gives buyers a savings on purchases.

**Scholarship letter:** Teachers help students write a letter that requests financial help for their participation in the program. Letters can be sent to organizations, service clubs, parents, or other persons.

**Kiss a Pig (or Cow):** Several Teachers agree to participate in the fundraiser. Jars are set out in a common area where students can vote for the teacher they want to kiss the pig. The students vote by putting pennies into the jars for the teacher they want to see kiss the pig. Silver coins count as negative points, so students can put silver coins in the jars of teacher they don't want to see kiss the pig.

**Host a booth at the local fair:** Schools have experienced success in hosting teacher dunking booths and cow poop bingo (in which people buy the chance to win a prize if the cow poops on their square first).

**Other Ideas:**

Bake sales

Collect Spare Change

Ice cream social

Used book fair

Popcorn sales Dance marathon

Singing valentines

Bingo

Movie night

Chess tournament

Lottery/raffle

Candy or candy apple sales

Car Wash

Happy grams Raffle

Recycle Trash for Cash

Treasure Hunt

Face Painting Friday

Fast Food Fund Raising

Dog walk/pet sitting

Battle of the bands

Barbecue

Talent Show

Super Bowl or sporting

## TRANSPORTATION INFORMATION

It will be important that you clearly establish pickup and drop off times with whichever transportation method you choose. Please plan to arrive no earlier than 10:00am on the first day of your program and leave no later than 11:00am on the last day of your program.

Each school must have a vehicle available while they are at Mount Hermon. This vehicle is necessary to transport individuals to the medical clinic or to be used in an emergency.

### **We also recommend the following:**

Each driver should have a copy of the same map and directions.

Each driver should know their destination as Ponderosa Lodge at Mount Hermon, not to be confused with the other camp entrances to other Mount Hermon sites.

Each driver should know when and where to pick up their group at the end of the week.

Each driver should know to call the OSS Office at (831) 430-1297 if they become lost or encounter delays.

Visit <http://outdoorscience.com/about/location> for directions and maps to Ponderosa Lodge!

## ROSTER INFORMATION

Creating cabin rosters for your group is one of the most important duties that you will perform to make your group's week of Outdoor Science School a profitable one. You will need to take into consideration the dynamics of your students, the cabin leaders you have chosen, and how they will interact. Each cabin will be paired up typically with one other cabin to create a trail group. We work to pair one boy cabin with one girl cabin so that there is a good mix in each trail group. Trail groups are the classes for the week and each trail group will be assigned one naturalist.

Each cabin contains 4 bunk beds (8 beds) and one roll-a-way (a second roll-a-way may be added). Each cabin must have at least 7 students and one cabin leader. At times, we may ask you to place 8 or 9 students in each cabin if numbers deem necessary. It is good to have at least 2 extra cabin leaders, one of each sex, to cover a situation where you lose a cabin leader.

You will find the CABIN ROSTER.PDF file under the Coordinators tab of the outdoor science website. You can fill in the roster by typing entries in the blank fields. Make sure to save the file with a different name, then e-mail them to [outdoor.science@mounthermon.org](mailto:outdoor.science@mounthermon.org). Boys and girls cabins on the same page may not necessarily be in the same trail group, but the students in your individual cabins will not be rearranged.

Please email your roster to us at least two weeks prior to your arrival date even if you don't have all your cabin leaders nailed down.

If you have a student or cabin leader with certain behavioral, emotional or physical need and would like to speak to that individual's naturalist please place an asterisk at the end of their name. When the naturalist sees their roster they will know to check in with you regarding that individual. For example, your roster will look like this:

7. Jonathon Mazuno\*

## **IV. DURING YOUR STAY**

### **TEACHER RESPONSIBILITIES**

Coordinating your schools stay at Mount Hermon Outdoor Science is a lot of work! We realize this and want to be as helpful as possible. When you arrive at Mount Hermon you can certainly take a deep breath but your help is still needed in making your students outdoor science experience full. Please be aware that if you are coordinating your school's trip but not attending you will be responsible for making sure the teachers that are attending are aware of their responsibilities during their stay. Each school needs at least one teacher to attend for the week who is not in the role of cabin leader.

### **GENERAL EXPECTATIONS**

Be present and available each day at line-up and meal times

Be proactive about solving minor issues as they arise

Check-in with your students and cabin leaders daily

Help manage students during large group settings (e.g. sit by talkative students or ask cabin leaders to do the same)

Take time to visit classes and evening activities

### **DISCIPLINE**

Take care of general student discipline as situations arise; be on hand for naturalists and cabin leaders when they ask for help in disciplining students.

The following breaches of discipline are grounds for immediate dismissal from Mount Hermon's Outdoor Science School program:

Fighting

Unauthorized leaving of cabin

Any activity that is inherently dangerous to self or others

Stealing

Possession of any weapons whatsoever

Cabin raiding/pranking

Bullying

Outright defiance

Intentionally destroying property

Other behaviors at the discretion of the Director of the Outdoor Science School

Teachers will be responsible to call the parents of students who need to be sent home and will be responsible to stay with them until they are picked up. Generally speaking, we don't rush into sending a kid home. We want them to be here! Yet, we understand that some students come here on a short string and sometimes sending them home is the best thing. Each discipline situation is unique and we always value your input in all decisions because you have a pre-existing relationship with the student.

## RECREATION TIME

For minor disciplinary issues students will be given 5–10 minute time-outs from their afternoon recreation time. Cabin leaders, teachers or naturalists may assign time-out. At least one teacher will be responsible for supervising time-outs at the beginning of Recreation Time. Make sure the students sit apart from one another and do not speak. If they move from their spot, talk, or behave inappropriately, start their time over. Release students when their time has been served.

Roam the campus during Recreation Time to make sure cabin leaders are at their assigned spots (or are available as a cabin escort). Make sure students are not in any unsupervised areas. Students must have a cabin escort to return to their cabins to change clothes. Students may not "hang out" in cabins during Rec. Time.

At least one teacher must supervise the game room during Recreation Time. Please try to maintain a maximum of 16 students in the game room at a time.

## MAIL

OSS Admin Staff will pick up mail from the Mount Hermon Post Office each morning before lunch. The stack of incoming mail will either be handed to one of the teachers or delivered to the OSS Office. A good time to distribute mail is during Rec. Time or meals. All outgoing mail may be placed in the mailbox located just outside the office.

## MEALTIMES

We will be serving breakfast, lunch and dinner throughout the week. During the meals please feel free to eat at any table that has available seats including our staff table.

## CLASSES

All classes are open for you to attend. Each naturalist teaches a different series of classes, in different areas, based on their schedule for the week. In order to find out which classes your students will be attending, look on your master roster. Find which naturalist your students are assigned to, then look up that naturalist's name on the bulletin board in the Nook. You are also welcome to take class times off as personal time. We ask that there always be one teacher on the grounds for your school in case of an emergency. If a student is not able to attend a class a teacher will need to stay back and supervise that student during the class time.

## EACH EVENING

Check all cabins between 10:00–10:15 PM for quiet/lights out. Hang "Quiet Cabin Awards" on the outside door knob of appropriate cabins.

Teachers will be on call overnight (10pm - 7:30am) to deal with emergencies and will be given a key to the Health Center in case of sickness. An Outdoor Science staff member is also on call each night. For an additional charge, we can make arrangements for a night Health Aid to sleep in the Health Center.

# MEETINGS

Attend Monday and Wednesday evening meetings (or the first night only for a 4-day week) conducted by OSS Admin. See schedule for times. Please feel free to discuss situations or issues pertaining to students, cabin leaders, OSS staff or program.

Conduct a half hour meeting for the students on the second night of the program (usually Tuesday) from 6:45-7:15 PM. OSS staff and cabin leaders will not be present. Each school will be assigned a different meeting spot, unless you request that multiple schools meet together in the same room. The purpose of this meeting is for the teachers to touch base with their students early in the week in order to catch any problems. The students may also share any issues they have concerning their cabin leaders. Many times, there will be no issues, or very minor ones, in which case you may opt simply to have the students share what they have done so far, what they are looking forward to, etc. You can tell stories, sing songs, play games, etc. Make sure the students know you are there to help them with any concerns they may have with their science school experience and please share any serious concerns or cabin leader issues with the OSS Admin Staff.

Attend Friday morning meeting with OSS Admin Staff in the office after breakfast.