



CHESAPEAKE BAY FOUNDATION
Saving a National Treasure

Dear Parents/Guardians:

Your child will soon be participating in a Chesapeake Bay Foundation (CBF) education program. CBF is a private, non-profit conservation organization dedicated to “Save the Bay” with bay-wide programs in environmental education and resource protection. CBF’s environmental education program introduces people 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 40,000 students and teachers into the field annually. From one-day canoe and workboat trips 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 trip your child will be participating in a variety of outdoor activities—like pulling a trawl, marsh mucking, canoeing, planting trees, 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 trip rewarding and fun. Please read the enclosed *Participant Information* to better prepare your child with what to wear, what to bring and expected behavior for the trip.



In addition, please complete and return the enclosed *Health Form* to the classroom teacher prior to the trip date. No one will be permitted to participate in the trip without a completed form. If we have your permission to use photos taken of your child while on the trip for CBF materials, please sign the section at the bottom of the page.

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

Sincerely,

Chesapeake Bay Foundation
Education Program Manager

Health History, Continued

2. Complete the following:

a. Are there any specific activities to be encouraged, limited or avoided? YES NO If, yes please explain: _____

b. Is participant able to swim? YES NO Circle level of ability: beginner intermediate advanced

c. Does participant have a current tetanus shot? YES NO Date of shot: __/__/__

d. List current medications (please send with directions if to be administered during trip):

e. I give permission for me/ my child to be administered the following as needed for minor discomfort while on a CBF educational field trip: (check all that apply)

Tylenol Advil Benedryl Cough drops Sudaphin (Sudafed) Antacid other: _____

f. Do you/your child have any special dietary considerations? YES NO
If yes, please provide detailed information: _____

g. Provide any other important health related information about yourself/ your child:

READ AND SIGN THE FOLLOWING:

This health history provided in this document is correct so far as I know. I understand that participation in Chesapeake Bay Foundation activities is entirely voluntary. I understand that the CBF field trip may involve: swimming, boating (by canoe, sail, and/or motor), hiking, camping, fishing and other outdoor activities and sports. I know and understand the risks and dangers involved in the above-named activities and I know and understand that unanticipated dangers 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 _____ to participate in all field trip activities, except as noted. I, also, give permission to authorized personnel to carry out such emergency diagnostic and therapeutic procedures as may be necessary for me/or my child, and also permit such treatment procedures to be carried out at, and by the local hospital(s) for me/or my child in the event of an emergency. I understand that any medical expenses will be billed directly to me or my insurance company.

Parent/guardian signature **OR** adult participant signature

Date

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*Your child will be participating in many exciting educational activities with the Chesapeake Bay Foundation. We sometimes use students' names, voices and/or photographs of students in connection with audio-video productions, articles, or press releases, but not as an endorsement. Please sign in the space below if you agree to grant to the Chesapeake Bay Foundation permission to use you or your child's name, voice, and picture in connection with any audio-video productions, articles, or press releases.*

*Parent / Guardian signature or adult participant signature* \_\_\_\_\_

*Parent /Guardian Email address (to receive photos)* \_\_\_\_\_

*\*\*\*If photos are taken, we will be able to e-mail them directly to you. Please encourage your children to describe the day's activities. CBF does NOT trade e-mail addresses.*

Please check here if you do NOT wish to receive mail from the Chesapeake Bay Foundation.



# EDUCATION PROGRAMS PARTICIPANT INFORMATION

## **APPROPRIATE CLOTHING FOR WEATHER CONDITIONS IS ESSENTIAL!**

For most programs the entire trip will take place outside or on the water. On the Bay it can feel *at least 10° - 15° 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!

## **RESIDENTIAL CENTER 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)
- Closed-toed shoes for the boat
- Rain gear, (**EVEN IF RAIN IS NOT FORECASTED**) ponchos are okay.

### TOILETRIES

- Toothbrush/toothpaste
- Towel
- Washcloth

### WARM WEATHER

- Brimmed hat
- Shorts
- One pair of lightweight pants for the bugs
- Lightweight long sleeve shirt for the bugs

### GEAR

- Sleeping bag
- Pillow
- Plastic bag to bring home wet clothing
- Water bottle
- Bandana to use as a napkin
- Pen 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)
- Waterproof footwear

### OPTIONAL

- T-shirt for fish printing
- Teva-type sandals for canoeing
- Flip flops for inside the buildings
- Disposable camera

**MUDDY CLOTHES CANNOT BE DISCARDED AT THE CENTER!**

**CERTIFICATIONS, LICENSES, INSURANCE and INSPECTIONS:**

- √ All CBF trip leaders are certified in first aid and life saving methods annually (Wilderness First Response).
- √ 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 Coast Guard to be seaworthy.

**CANCELLATIONS DUE TO WEATHER:**

CBF trips will cancel 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:***GENERAL (ALL PROGRAMS)*

1. No cell phones, MP3 players, tape/CD players, video games, DVD players
2. 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, child 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.

**ISLAND 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 invited 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 TRIP LEADERS HAVE THE RIGHT AND RESPONSIBILITY TO CANCEL A TRIP IN PROGRESS IF UNSAFE ACTIVITY BY PARTICIPANTS WARRANTS IT!**



# Chesapeake Bay Foundation Education Program Policies

## ***SCHEDULING POLICY***

- √ To confirm an education program reservation, return your signed contract (and deposit, if necessary) to the Annapolis office **four weeks** prior to the field trip.
- ☛ In the event of severe weather (high winds, lightning or other conditions that may impact the safety of the trip), CBF may cancel the trip without penalty to the group. We will do our best to reschedule the trip 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 four weeks prior to the date of the trip. Cancellations by the group less than four weeks before a field trip may forfeit 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!
- √ Overnight trips will be billed for the minimum number of participants even if you bring less than the minimum. One-day trips are a flat rate. Prices are listed on the back of the Scheduling Procedures and Prices/Funding Information sheet.
- √ For overnight trips, you will be invoiced for participants over the minimum after the trip.

## ***TEACHER/GROUP LEADER RESPONSIBILITIES***

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

### *Before the trip*

- a. Review your contract thoroughly—note the date of your trip. Contact the Education Coordinator *immediately* if you foresee a conflict. Due to a full calendar of trips, it may not be possible to re-schedule, even if you give appropriate notice of a cancellation.
- b. Select the appropriate number of participants (including teachers and chaperones). We require a minimum of 2 teachers or chaperones per group on overnight trips. Please do 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 trip. Review the “CBF Field Trip Regulations” as outlined on the *Participant Information* sheet with students before the trip and send it home for parents to review with their children as well. Remind students that we reserve the right to terminate a trip if students act inappropriately.

- e. Prepare participants for the trip! Facilitate a discussion about the mission of the Chesapeake Bay Foundation, discuss what activities students might do while on the trip (canoeing, marsh mucking, pulling a trawl, etc.) investigate the weather forecast for the date(s) of the trip and discuss how student might prepare accordingly. In addition, review the *Field Trip Vocabulary* list (enclosed with the Information for All Student Groups) and locate the field site on a map.
- f. Visit our website at [www.cbf.org/programs](http://www.cbf.org/programs) to download suggested pre-trip 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 trip.
- g. **Share your excitement about the trip with the group. Participants with a positive attitude will get more out of the experience!**

#### *During the Trip*

- a. Bring completed *Health Forms*. Completed Health Forms are required for each participant under age 18 on one-day trips and all participants (including teachers and chaperones) on overnight trips. Please bring the health forms with you on the day of the trip.  
**Students must have a completed *Health Form* to participate in the field trip 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 trip may lead to an early termination of the trip and jeopardize your school's future field trip opportunities.
- d. Multi-day trip duties:
  - ✓ Buy and plan meals for your group and three CBF staff
  - ✓ Organize and lead cooking and clean-up of meals.
  - ✓ Enforce the observance of quiet hours after "lights-out"
  - ✓ Ensure that participants are up at the assigned wake-up time

#### *After the trip*

- a. Please complete the CBF Field Program Evaluation at the end of this document and fax or mail it to: Chesapeake Bay Foundation, Education Coordinator, 6 Herndon Avenue, Annapolis, MD 21403. Fax 410/268-6687. Thank you!
- b. **STUDENTS IN ACTION, THAT'S WHAT COUNTS!** No educational field trip can stand alone. Your students will benefit from post-trip activities, service learning projects, or other action projects that reinforce their field trip experience. Visit our website at [www.cbf.org/education](http://www.cbf.org/education) to get information about restoration projects or other opportunities to get involved.
- c. Send us pictures from your trip or samples of post-trip projects, we may include them in our e-newsletter, publications, or on our website!



## CBF EDUCATION PROGRAMS CHAPERONE GUIDELINES

Thank you for agreeing to chaperone a Chesapeake Bay Foundation field education program. You are about to embark on a truly unique field experience! While on the trip, please keep in mind the following guidelines:

### ALL CBF FIELD PROGRAMS:

- ✓ You are expected to participate fully in ALL field activities. Remember you will be spending most of your time outdoors. You may get very 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, smoking, alcoholic beverages, or use of illegal drugs will be allowed on Chesapeake Bay Foundation education programs. See page 2 of the *Participant Information* sheet for specific field trip safety regulations and CBF policies.

### MULTI-DAY PROGRAM

- ✓ 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 or camping in CBF-provided tents. Your assistance is required to ensure that participants maintain the facility schedule for lights out/wake up time. You are responsible for participants' behavior throughout the evening after the education program is complete for the day. All rooms/tents are same sex only. Male and female students are not permitted in the same rooms or tents.
- ✓ Check with the program staff for your group's activity schedule each day.