

# McDowell Environmental Center Overnight Trip Planning Form

EMAIL to [pc@campmcdowell.org](mailto:pc@campmcdowell.org)

**Please email this form 3 months prior to your visit**

School: \_\_\_\_\_ Grade(s): \_\_\_\_\_ Reserved dates: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Lead Teacher: \_\_\_\_\_ Email: \_\_\_\_\_

School Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Secondary School Contact: \_\_\_\_\_ Email: \_\_\_\_\_

**Arrival time:** \_\_\_\_\_ (10:00am recommended) **Departure time:** \_\_\_\_\_ (12:45pm recommended)

☐ Check if you need to leave earlier than 12:45pm

☐ Check if you need a sacked lunch to go

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**STUDENTS:** # Girls: \_\_\_\_\_ # Boys: \_\_\_\_\_ = TOTAL # STUDENTS: \_\_\_\_\_

**ADULTS** # Women: \_\_\_\_\_ # Men: \_\_\_\_\_ = TOTAL # of ADULTS: \_\_\_\_\_

**TOTAL:** # Females: \_\_\_\_\_ # Males: \_\_\_\_\_  
(beds needed) (beds needed)

**Please include all teachers in the adult count - TOTAL # of ALL participants:** \_\_\_\_\_

# Girls Cabins: \_\_\_\_\_ # Boys Cabins: \_\_\_\_\_ # Field Groups: \_\_\_\_\_  
(~12-18 beds per cabin) (~12-18 beds per cabin) (~10-13 students per group)

Do you need separate lodging for teachers not needed in the cabins? If so, how many? \_\_\_\_\_

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**RESPONSIBILITIES OF MEC:** Assist with pre-trip planning; provide complete educational programming; inform participants of their responsibilities, camp rules and emergency procedures; prepare meals and evening snacks; clean and maintain facilities and grounds; and provide a safe and wholesome atmosphere.

**RESPONSIBILITIES OF THE LEAD TEACHER:** Make a reservation (new schools- submit deposit) and return contract; arrange transportation; arrange for one physically-able chaperone for each cabin and field group; communicate with students, parents and chaperones about the trip; collect fees & medicines; email field group and cabin lists one month prior to trip; ensure health/waiver form is filled out for all; participate in the program with chaperones and students; and submit final payment.

**DAMAGE:** MEC reserves the right to send home any child who becomes ill, destroys property, behaves aggressively or takes any other action detrimental to other students or the program. The school will be responsible for providing transportation in such cases, and for any damage to the facilities and equipment. No refunds will be made under these conditions. MEC cannot be held responsible for loss or damage to property brought to the Center. Please encourage students to leave valuables and large amounts of cash at home.

**INVOICE:** On your last day, we will give you an invoice for the balance of your payment. Payment is due within 10 days after your trip.

**I agree to the terms and agree that my group will abide by all McDowell policies.**

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Signature of Lead Teacher

Date

**\*Please complete the next two pages\***

# Overnight Trip Planning Form - Class Selection

## Daytime Classes - **Select 12 hours total**

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>OUTDOOR SKILLS</b> | <b>Meet a Map</b><br><input type="checkbox"/> 1.5 hours<br><b>Navigation</b><br><input type="checkbox"/> 1.5 hours<br><b>Stewards of the Forest</b><br><input type="checkbox"/> 1.5 hours<br><input type="checkbox"/> 3 hours<br><b>Survival Skills</b><br><input type="checkbox"/> 1.5 hours<br><input type="checkbox"/> 3 hours<br><b>Canoeing</b><br><input type="checkbox"/> 1.5 hours<br><br>Please select 1.5 hour <b>backup</b> class for Canoeing <b>if</b> it cannot run due to safety (wind, water levels, cold):<br><br>Backup class: _____ | <b>SCIENCE &amp; ECOLOGY</b> | <b>Animals in Motion</b><br><input type="checkbox"/> 1.5 hours<br><input type="checkbox"/> 3 hours<br><b>Aquatic Adventures</b><br><input type="checkbox"/> 1.5 hours<br><input type="checkbox"/> 3 hours<br><b>Down to Earth</b><br><input type="checkbox"/> 3 hours<br><b>Focus on Fungi</b><br><input type="checkbox"/> 1.5 hours<br><b>Hop, Slither, Slide</b><br><input type="checkbox"/> 1.5 hours<br><input type="checkbox"/> 3 hours<br><b>People of the Earth</b><br><input type="checkbox"/> 3 hours<br><b>Rock Query</b><br><input type="checkbox"/> 3 hours |
|                       | <b>TEAM BUILDING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                              | <b>NATURE EXPLORATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                       | <b>Team Challenge</b><br><input type="checkbox"/> 1.5 hours<br><input type="checkbox"/> 3 hours<br><b>Climbing Wall (5th+)</b><br><input type="checkbox"/> 1.5 hours<br><b>Trust Swing (5th+)</b><br><input type="checkbox"/> 1.5 hours<br><b>Power Pole (7th+)</b><br><input type="checkbox"/> 1.5 hours<br><br><input type="checkbox"/> <b>Trail of Discovery</b> (all day hike - 6 hours) - 6th+                                                                                                                                                    |                              | <b>Art in Nature</b><br><input type="checkbox"/> 1.5 hours<br><input type="checkbox"/> 3 hours<br><b>Clear Creek Hike</b><br><input type="checkbox"/> 1.5 hours<br><input type="checkbox"/> 3 hours<br><b>Welcome to the Woods</b><br><input type="checkbox"/> 1.5 hours<br><input type="checkbox"/> 3 hours                                                                                                                                                                                                                                                            |

## Night Program Selection

|               |                                                                                                                                                 |                |                                                                                  |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------|
| <b>INDOOR</b> | Behind the Scenes: Animal Care<br>Birds of a Feather<br>Game Night<br>Invention Expo<br>McDowell Woods<br>Pellet Detectives*<br>*additional fee | <b>OUTDOOR</b> | Night Sky Navigators<br>Night Hike<br>Scope out the Sky<br>Songs, Sparks Stories |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------|

Please list your **top 4** night program choices below:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

*Final selections are made based on available spaces, weather conditions, and staff/animal availability*

# Overnight Trip Planning Form - Group Information

Have any of your teachers and chaperones attended MEC before? ☐ YES ☐ NO

Have any of your students attended MEC before? ☐ YES ☐ NO If yes, how many? \_\_\_\_\_

## **How would you characterize your school?** *(Choose all that apply)*

- |                                                |                                                   |                                                            |
|------------------------------------------------|---------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Private               | <input type="checkbox"/> Open classroom           | <input type="checkbox"/> Students move from class to class |
| <input type="checkbox"/> Public                | <input type="checkbox"/> Montessori               | <input type="checkbox"/> Block Schedule                    |
| <input type="checkbox"/> Religious Affiliation | <input type="checkbox"/> Self-contained classroom |                                                            |

Please include a description of the dynamics of your group:

What **experiences** have your students had with the outdoors, environmental education or field trips?

What specific **student needs** should we be aware of? (i.e. social/emotional/behavioral concerns, severe allergic reactions, physical limitations, learning needs, etc.)

Please list any **objectives, goals, vocabulary, teaching philosophies or local environmental issues** that you would like for us to emphasize while you are here:

## **How will your group be arriving at MEC?**

☐ Bus(es): # of buses expected: \_\_\_\_\_ ☐ Car(s): # of cars expected: \_\_\_\_\_

*We recommend you pack vehicles by cabin. Put a sign in the windshield of each car with the name of a cabin.  
When you arrive, we will direct the cars to their cabins to drop off luggage.*