

# McDowell Environmental Center Day Trip Planning Form

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

*Please email this contract 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:** \_\_\_\_\_ (8:30 or 10am recommended) **Departure time:** \_\_\_\_\_ (2:30 or 4pm recommended)

Check if you need to leave earlier than 12:45pm  Check if you need a sacked lunch to go

Are you planning to eat lunch with us?  YES  NO

Are you bringing a snack for your students?  YES  NO If so, what time? \_\_\_\_\_

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

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

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

# Fields Groups: \_\_\_\_\_  
(~10 - 12 students per group)

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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 page\***

# Day Trip Planning Form - Class Selection

Choose 3-6 hours depending on your schedule. [Click here for class descriptions.](#)

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

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)

- Private  Public  Montessori  
 Religious Affiliation  Self-contained classroom  Block Schedule

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

What specific **student needs** should we be aware of for the trip?

Please list any **objectives, themes, goals, vocabulary**, you would like for us to emphasize while you are here:

Bus(es): # of buses expected: \_\_\_\_\_

Car(s): # of cars expected: \_\_\_\_\_