

McDowell Environmental Center Overnight Trip Planning Form

EMAIL to 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

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? _____

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.

Signature of Lead Teacher

Date

Please complete the next two pages

Overnight Trip Planning Form - Class Selection

Daytime Classes - **Select 12 hours total**

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

Night Program Selection

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