

2011-2012 Planning Manual for Group Coordinators

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School Year 2011-2012



Dear Teachers and Trip Organizers:

Welcome to the Headlands Institute! This manual will help you prepare for your program. The answers to many of your questions can be found inside. From our website, you can download the entire manual or just the sections you need. Please familiarize yourself with all the contents, even if you are a veteran teacher or chaperone! New information and revised forms have been added. Additional resources, including curriculum information, California standards and a slideshow are available on our website.

Please call us with any questions or concerns you have about your program. We are happy to address your curriculum, billing, food service or accommodation requests.

We look forward to seeing many familiar faces and meeting new folks this year. We appreciate the extraordinary amount of time that you invest to help us create a quality environmental education program for your students. We couldn't do it without you!

Sincerely,

Field Science Operations Manager
hifsom@naturebridge.org

New in 2011-12

- New Field Science Operations Manager
- Lighthouse trail closed until April
- Campus store returns

TIMELINE with CHECKLIST

As Soon As Possible

- ___ Sign and return your Headlands Institute Contract via mail or fax to NatureBridge, 28 Geary St, San Francisco CA 94108, 415-992-4711 fax.
- ___ Pay 25% deposit to guarantee program dates. Refer to your contract for exact due dates.
- ___ If attending Headlands Institute for the first time, schedule a tour.
- ___ Start fundraising! Submit a Grant Application to Headlands Institute, 1033 Fort Cronkhite Sausalito CA 94965 via mail or fax 415-332-5784 by 9/24/10.
- ___ Arrange a parent and/or student orientation meeting at your school. Consider showing the Headlands Institute DVD, available on request.
- ___ Identify participating adults. Note: You must have a least one and **no more than two adults** per hiking group (i.e. one adult for every 16 students). You must also have at least one male/one female adult for every 20 youth of that same gender (overnight groups only).
- ___ Arrange transportation. Your arrival and departure times are listed on your invoice. Contact our office if you need to schedule different times.
- ___ Send Student/Parent Information Packet home to parents. Packet includes *Registration Form*. Include a personal letter summarizing the value of the program.
- ___ Send Participating Adult Information Packet to all participating adults. Packet includes *Registration Form*.

Three Months Prior to Your Trip

- ___ Call Headlands Institute to schedule an optional pre-trip classroom visit (if school is within 50 miles of Headlands)
- ___ Call Headlands Institute to confirm your final number of student and adult participants. Changes to the number of participants after this date will result in a penalty fee!
- ___ Begin engaging students in pre-trip activities. For ideas, visit the Educational Resources link at www.HeadlandsInstitute.org.

One Month Prior to Your Trip

- ___ Confirm your final numbers of participating girls, boys, men and women. Remember: **no more than two adults per hiking group should attend!**
- ___ Send final payment to NatureBridge, 28 Geary St, San Francisco CA 94108,.
- ___ Submit completed *Pre-Trip Questionnaire* so Field Science Educators can prepare your customized program
- ___ If you prefer a specific meal time or have dormitory requests, contact the Field Science Operations Manager with your request.
- ___ Collect *Registration Forms* for all students and participating adults. **Check for required signatures.**
- ___ Conduct an orientation meeting for all participating adults. Discuss hiking group assignments, activity time periods, evening programs and dining hall and dorm supervision.

TIMELINE with CHECKLIST (continued)

Two Weeks Prior to Your Trip

- ___ Submit completed and signed *Hiking Group Lists*.. You need to include any Medical/ Dietary Alerts noted in the *Registration Forms*. We will make arrangements for students with limited mobility or other special needs if you inform us at least two weeks prior to your arrival. Otherwise, accommodations cannot be guaranteed.
- ___ Mail all student and adult *Registration Forms* and *Student Responsibility Sheets*. **Check for signatures** on *Student Responsibility Sheets* and in release and liability sections of *Registration Forms*.
- ___ Check in with the Field Science Operations Manager to finalize details.

Upon Arrival

- ___ Inform Headlands Institute Campus Coordinator of any changes to the *Hiking Group Lists*.

NOTE:

If we do not have signed registration forms on site for ALL PARTICIPANTS, the individuals whose forms are missing signatures will not be able to participate in our programs. We're sorry, but we cannot make exceptions to this policy.

TIPS from a VETERAN TEACHER
By Kim Robinson,
Lead Teacher from Merryhill Middle School and member
of Headlands Institute Teacher Advisory Group

Tip #1 PREPARING THE PARENTS

As soon as your dates for your Headlands Institute trip are confirmed, get parents involved. I begin with an informational evening for parents, where I:

- Come dressed for a hike in the Marin Headlands
- Have a student who's already participated in the program available to answer questions
- Bring examples of post-trip journals
- Hand out the necessary Headlands Institute paperwork
- Bring borrowed samples of the required equipment to discuss
- Show the Headlands Institute DVD—call Headlands to request a copy

Tip #2 PICKING CHAPERONES

The parent information night is an excellent time to recruit chaperones. Chaperones should:

- Have outdoors and hiking experience and experience leading groups of children
- Be willing to take time off work
- Take an active role prior to and after the trip
- Be willing to discipline

Tip #3 ENGAGING YOUR STUDENTS

Once you've confirmed the dates of your trip, plan a day to begin engaging your students. As in the parents' informational meeting, come to class dressed for a hike with samples of equipment. Emphasize that kids should get their equipment as soon as possible, especially comfortable shoes with good traction, which will need to be broken in. Also emphasize the importance of rain gear. Review the Headlands Institute materials with your students. Pay special attention to medical forms, equipment lists and student responsibilities.



Additionally, I recommend:

- Planning mini-hikes with the kids during lunch on specific days to help break their shoes in.
- Encouraging students to borrow gear if they have difficulty purchasing all of it.
- Publishing a newsletter about the trip and asking for equipment donations.
- Approaching local businesses or corporations for sponsorships.
- Hosting a hiking fashion show and outdoor lunch for the kids about two weeks prior to the trip. This is a fun way to check gear and make sure it's appropriate. Have the lunch even if the weather is bad, because at the Headlands Institute you eat outside no matter the weather.

**Tips from a
Veteran Teacher**

(continued)

MISCELLANEOUS TIPS

- Network with another teacher in your area who's been to Headlands Institute.
- Familiarize yourself with the Headlands Institute maps at www.HeadlandsInstitute.org. Additional maps are available through the National Park Service [here](#):

<http://www.nps.gov/goga/planyourvisit/loader.cfm?csModule=security/getfile&PageID=433495>

The Marin Headlands Visitor Center also has hard copies of these maps. The phone number is 415-331-1540.

- Take a tour prior to your program.
- Students will be given journals upon their arrival. Have students bring pencils and a plastic Ziploc bag, to help protect their journal from the weather.

I hope these tips will help you prepare for your Headlands Institute trip. Have a wonderful time!

Kim Gesicki-Robinson

SELECTION and PREPARATION of PARTICIPATING ADULTS



Ask:

- *What do you expect from this experience?*
Parents who **primarily** want to spend time with their child do not typically focus on group supervision and participation.
- *How do you feel about hiking with students all day, then helping with meals, evening programs and getting students to bed?*
Adults who are physically fit, need little down time and love being with children generally make the most reliable chaperones.
- *Have you ever been in charge of a group of children, perhaps participating in workshops, scouting activities or sports teams?*
Experience is always helpful!
- *Will you be able to stay the entire time?*
Adults who need to go home at night or can only stay a day or two may leave you short-handed at some point. More importantly, consistency among participating adults means less stress for teachers and better over-all student supervision and control.

Prepare:

- Forms and information packets for each participating adult, including Registration Form, Required Clothing & Equipment List, Headlands Institute Participating Adult Information, Directions to Headlands Institute and Campus Map.
- An orientation and logistics meeting for all participating adults. Discuss your expectations and the expectations of each adult. Inform them of your program emphasis or emphases. Review all forms and *Tips from a Veteran Teacher, On-Campus Adult Supervision Chart* and *Headlands Institute Participating Adult Information*.

PARTICIPATING ADULT INFORMATION



We ask you to follow and help our staff enforce Headlands Institute's Campus Rules:

1. Except for lunch on the first day or in the case of pre-arranged special dietary needs, food, candy or drinks are not allowed to be brought to the Headlands Institute campus. If allergies or other conditions require special arrangements, please call our office for information.
2. Electronic equipment (video games, CD players, etc.), with the exception of alarm clocks for adults only, is not allowed on our campus at anytime. Cameras are permitted.
3. Participating adults are responsible for student supervision at all times. We require at least one adult of the same gender per 20 students in the dorms with students overnight and whenever students are present. **There are no exceptions to this rule.**
4. Absolutely no one without Headlands Institute consent is allowed on-campus.
5. Lights Out and Quiet Time begin at 9:15 pm and end at 6:45 am the next morning. Please respect the needs of others during this time.
6. Swimming, wading, playing wave tag or otherwise purposely getting wet in the pond, lagoon or ocean is not allowed.
7. Students cannot leave campus without an adult from their school or from the Headlands Institute. An *Early Departure* form must be filled out if a student does need to leave the program prematurely.
8. Students cannot use the phone on campus without an adult present or without adult consent. It is up to each school or group to determine if their students are allowed to use the phone.
9. Taking any natural objects out of the National Park is prohibited.
10. Cell phones are not allowed to be used from 9:00 am until 4:00 pm.
11. Weapons of any kind are not permitted on campus.
12. Smoking is not permitted on campus.
13. Controlled substances are not permitted on campus.
14. Alcohol in any form is not permitted on campus.
15. Students and adults must abide by all National Park Service rules and regulations.

* Please refer to and be aware of additional campus rules included on the *Student Responsibilities* sheet.

PARTICIPATING ADULT INFORMATION (continued)



ACTIVITY TIME SUPERVISION

Outside the 9:00am - 4:00pm time period, student supervision is the responsibility of participating adults. When the students are not involved in meals, evening programs, hiking day preparation, bedtime preparation or sleeping, we call it “Activity Time.” This Activity Time is generally any unstructured time in which Headlands Institute is not providing programming.

Like any other time, Activity Time supervisory responsibilities include keeping track of your students, watching out for their safety and keeping them well behaved in all campus and park areas.

If indoor space is needed, please ask the Campus Coordinator to reserve one of our campus meeting rooms. Plan to have an adult responsible for orchestrating the clean up of these rooms. Space may be limited.

We highly recommend planning for Activity Time periods **before** you arrive at the Headlands Institute. Your Lead Teacher/Trip Organizer may have already planned activities, so check-in beforehand to confirm your role as a supervisor. Otherwise, we offer the following popular activities for you to consider.

Participate in ECO-ATHLETICS

Eco-Athletics are fun interactive tag games that teach ecological concepts and are led by local and diverse high school interns in our Teen Environmental Education Mentorship (TEEM) program. A great cascading leadership opportunity for your students, participation in Eco Athletics also helps train the generation of environmental leaders. You must sign up in advance via the pre-trip questionnaire to participate with Eco-Athletics, and it is expected that you will provide one chaperone per 16 students to assist.

Go to the BEACH

Play BASKETBALL or VOLLEYBALL or other SPORTS

Write in JOURNALS

Plan an ART ACTIVITY

Play ORGANIZED GAMES

Stay in the DORMITORIES and have some DOWNTIME

PARTICIPATING ADULT INFORMATION (continued)



ADDITIONAL DORMITORY INFORMATION

- Remember that both students **and adults** will likely be sharing the dormitories/bathrooms, dining hall and outdoor activity areas with other schools.
- We ask that all participating adults assist the Campus Coordinator in getting students to bed and imposing the Lights Out and Quiet Time policies by 9:15pm.
- Please note that our facilities staff cleans the dormitories each day while participants are in the field, generally between 9:15am and 4:00pm. If you need to enter the dormitories during that time period, please be aware that you may encounter one of our staff and that they may be **male or female** regardless of which dorm you enter. To avoid embarrassment, please announce your presence before entering. Our staff will be sure to do the same.
- We require at least one adult per 20 students is **required** in the dorms **with students** overnight and whenever students are present. **There are absolutely no exceptions to this rule.**

ADDITIONAL DINING HALL INFORMATION

Our Campus Coordinator will meet each group outside our dining hall entrance before the start of each meal. Special announcements, description of seating arrangements and the dining experience are given at that time. Meals will start either at 7:10 am or 7:55 am for breakfast, and 5:10 pm or 6:05 pm for dinner. Groups need to be in a straight line, orderly and well behaved before they are allowed to enter the dining hall. During meals, at least one adult from each hiking group must be in the dining hall to help supervise their students.

Our Campus Coordinator will dismiss students when the students have completely cleaned up their area of the dining hall, and when at least one adult is available to supervise after dismissal.

SAMPLE DAILY SCHEDULE

6:45am	Wake-up
7:10 or 7:55 a.m.	Breakfast and clean up or prepare for hiking day
9:00am	Morning Meeting
9:15 to 9:30 a.m.	Begin hiking day
Noontime	Lunch in the field (time varies)
4:00pm	Hiking day ends and Activity Time begins
5:10 or 6:05 p.m.	Dinner
7:10pm	Evening Meeting
7:30pm	Evening Program
8:45	Students prepare for bed
9:15pm	Lights out and quiet time!

Lost and Found Policy

After your visit, we hope that you return safely home with all your belongings, but if you find that you are missing something, please call our Operations Manager at 415-332-5771 x24. If we find your missing item(s), we will mail it/them to you at your cost. **If items remain unclaimed after two weeks, they will be donated to a charitable organization.**



Classroom Connections Program

Field Science Educators from Headlands Institute are available for pre- and post-trip lessons for classrooms located within 50 miles of campus. These visits are designed to help better prepare students for their trip, deliver relevant, standards-based science content, and create meaningful connections between students' experiences at Headlands Institute and their home communities.

PRE-TRIP LESSONS

A pre-trip classroom lesson has the following goals.

Students know what to expect and how to prepare.

To this end, Headlands Institute educators usually:

- Introduce Marin Headlands geography and the campus
- Introduce basic ideas and vocabulary related to their program
- Demonstrate activities students might experience
- Lead an activity that demonstrates what to pack
- Answer students' questions about the trip to Headlands Institute

Students learn about Headlands Institute's academic curriculum.

To maximize the standards-based content delivered to students, pre-trip visits include activities that prepare the students for the material they will learn at Headlands Institute. Depending on the academic emphasis chosen by the teachers, our educators teach lessons that introduce scientific concepts and vocabulary in a fun, hands-on way.

Students make connections between their environment and that of the Marin Headlands.

Pre-trip visits include activities that place the science content that students learn in the context of their own communities. For example, watershed activities are put into the context of local creeks and other bodies of water. Also, students are shown how their communities are connected to the Marin Headlands, whether by bodies of water, geologic processes, or by the presence of the same plants and animals.

Classroom Connections Program (cont.)



PRE-TRIP LESSONS (cont.)

Students understand the value of teamwork.

Pre-trip visits often include a team building initiative. These activities encourage students to work together to achieve a common goal. The teamwork built during these activities helps to prepare students for their Headlands Institute trip, as cooperation is a key component to successful programs.

POST-TRIP LESSONS

Our visit to your classroom after your Headlands Institute experience has the following goals:

Content taught at Headlands Institute is reinforced.

Post-trip activities review and reflect upon the academic lessons that students learned at Headlands Institute, increasing students' retention of new knowledge.

Students apply the lessons they learned at Headlands Institute to their home communities.

The science content that students learned at Headlands Institute is transferred and applied to the students' schools, neighborhoods, and cities. This context makes the lessons more concrete and tangible and enables students to take an active command of their new knowledge.

Students practice taking care of the environment.

Post-trip lessons may include stewardship activities that give students hands-on experiences taking care of their communities. These activities empower students to practice action strategies and show them the value of working together.

Classroom visit size: 15 to 60 students. (1 or 2 classrooms at a time)

Classroom visit duration: 1-1.5 hours

To schedule a classroom visit or for further information about Headlands Institute's Classroom Connections Program, please contact our School Programs Coordinator at (415) 332-5771 x32 or at classroomconnections@naturebridge.org.



Online Resources

Go to www.HeadlandsInstitute.org and check out the Tools and Information tab. You'll find a diverse selection of materials and activity suggestions to enhance your students' Headlands Institute experience and environmental learning throughout the year.

The site includes

- Pre- and post-trip activities
- Maps
- Marin Headlands natural history
- Community service projects
- Recommended reading lists
- Our new interactive Field Guide

Notes for One-Day Programs

- Please be familiar with the entire planning guide, especially the timeline.
- All forms are required.
- Information about free time and overnight stays is not relevant to your program.
- Pack a lunch and extra trail snacks.
- Keep programmatic requests narrow and focused, so that they can be thoroughly covered during your visit.

OFF-CAMPUS OPTIONS FOR 5-DAY PROGRAMS

With a five-day program at the Headlands Institute, you can take an optional off-campus trip. Your school is responsible for the bus cost of these trips, currently \$615 for up to 48 people (pricing subject to change). Contact our Field Science Operations Manager at hifsom@naturebridge.org if you are interested in this option!



Call of the Sea — Bay Explorations

We offer a marine science off-campus field trip with our non-profit partner Call of the Sea. The Call of the Sea Program includes three hours of boat-based education aboard a traditional sailing vessel. Aligned with California and federal education standards, this program integrates the following topics:

- Bay and California coastal history
- Navigation and seamanship
- San Francisco Bay ecology

Note: this program is limited to 15-33 people total per sail. Larger groups may be able to schedule two sails in one day or over a few days. **Only available in the fall season and from Apr to June!**

For this program, your school will pay a \$30 charge per student and chaperone, charged via an invoice from Call of the Sea. Checks must be made payable to “Call of the Sea.” Classroom teacher is free, and prices are subject to change. For more information, please visit www.callofthesea.org.

OFF-CAMPUS OPTIONS FOR 5-DAY PROGRAMS (continued)

**2**

Muir Woods

Muir Woods is a favorite with many schools and educators. Your group will be transported to a trailhead on Mt. Tamalpais and spend the day hiking down mountain canyons through the grassland, chaparral, riparian, and Coast Redwood / Douglas Fir forest communities. You will finish the day in the beautiful Muir Woods National Monument, where you are picked up and brought back to our campus.

3

San Francisco & Golden Gate Bridge

San Francisco off-campus days include a walk across the Golden Gate Bridge and an exploration of Chinatown. There is also the option of riding the famed cable cars for an additional \$5 per person. In Chinatown, each hiking group typically divides into 2-3 smaller groups, each accompanied by an adult. The focus of the day is the cultural richness and diversity of San Francisco. Students often like to purchase interesting food or a souvenir. Groups meet in Washington Square and are transported back to campus.

Food Allergies & Dietary Restrictions



Over 10,000 students participate in Headlands Institute education programs every year. Many of these students have food allergies, dietary restrictions, and food aversions. We do our best to accommodate individual diets but are not always able to, especially in severe allergy cases. If you are concerned about your child's contact with an allergen, it is safest to send them with food that you have prepared and labeled for each day.

Below is a summary of our meal services and abilities to accommodate common allergies. Our Operations Manager can fax sample menus to teachers or parents and will inform the dining hall of student allergies so they can expect questions about ingredients.

General Meal Information

Breakfast is comprised of a hot entrée, as well as a fresh fruit and cereal buffet. Lunches are served in the field during Field Science Education programs and are typically comprised of a vegetarian and non-vegetarian protein option, bread, carrots, fruit, and a cookie. All dinners include a hot entrée, a hot vegetarian option, a starch or bread dish, as well as a fresh salad bar and fruit. Students select their portions for all meals and can eat as much as they like.

Vegetarian

With advance notice, we have vegetarian and vegan options available.

Dairy

With advance notice, we can prepare dairy-free entrees. We always have soy milk available.

Peanuts and tree nuts

We have eliminated peanuts, peanut products, and tree nuts from our menu, and do not serve foods that are processed on machinery that also processes peanuts or nuts.

Gluten/wheat allergy

With advance notice we can provide gluten-free meals. If your child has a gluten allergy, please contact the Field Science Operations Manager.

Care Packages

Parents with specific concerns about their child's allergies are encouraged to pack alternates that they know their child can and will eat. A package of snacks, cookies, and bread products is recommended. If you are sending dinner and breakfast items, make sure they are ready to eat and only require heating in a microwave or toaster oven. We have refrigerators and storage space available for this food. Parents should also select an attending chaperone to act as a liaison and assist their child with reading labels, heating, and storing their food. Chaperones will need to be briefed on the child's supplemental food so they can monitor the alternatives and restrictions.

HEADLANDS INSTITUTE EDUCATIONAL FRAMEWORK



Headlands Institute is a campus of NatureBridge, a private, nonprofit organization dedicated to teaching science and environmental education in nature's classroom to inspire a personal connection to the natural world and responsible actions to sustain it.

Our programs are crafted according to the philosophies of NatureBridge's Core Educational Framework (CEF). The CEF details our necessary inputs, program design (including methods and content), and desired outputs. Our CEF is routinely assessed at the program and board levels and is an ever-evolving document.

STARTING WITH THE LEARNER

Acknowledging the uniqueness of learners and distinctness of each school and community is a key component of our CEF. Headlands Institute Field Science Educators are trained to take into consideration students' prior knowledge or developmental levels in a given content area or around certain process skills, as well as the ethnic, cultural, or linguistic experiences that influence their understanding of the environment. Our educators rely on the Pre-Trip Questionnaires that are completed by the head classroom teachers; they research community demographics and local issues before students arrive; and they also engage students in describing their schools and home communities.

CORE THEMES

The field science program is created around the curricular requests of the visiting school, the distinct highlights of the Marin Headlands' seasons, and our core themes of sense of place, interconnections, and stewardship. In addition, Headlands Institute programs traditionally address themes of community-building and self-esteem. Program duration and students' prior knowledge/experiences will affect how field science educators incorporate these themes.

CORE THEMES

Sense of Place: observing, mapping, questioning, building relationships with others and with a place

Interconnections: identifying and classifying, noting interrelationships based on ecological principles, investigating with the circle of scientific logic

Stewardship: promoting awareness and appreciation for shared environments, thinking critically and evaluating diverse action strategies



**Educational
Framework**

(continued)

CONTENT

Our programs balance the need for process skills, such as observation, questioning, and communication, with science or ecology-based content areas. Lead classroom teachers should choose 1 area of study, and may request that any program be either loosely or tightly structured around state standards. Headlands Institute's areas of study include Marine Ecology, Terrestrial Plants & Animals, Watersheds, Climate Change, and Earth & Physical Sciences. We teach for conceptual understanding rather than for the memorization of facts.

STANDARDS

Headlands Institute programs address many of the state science content standards. The specific standards covered in a program are determined by the area of study the lead classroom teacher selects. Teachers may request that any program be loosely or tightly structured around the state science standards. For specific information, see the chart on the following page or contact our office.

Educational Framework (continued)

Headlands Institute's Science Standards Correlations by Grade Level and Area of Study

Grade	Marine Science	Terrestrial Plants & Animals	Water-sheds	Earth & Physical Sciences	Investigation & Experimentation
2	2. a, b, c, d, e	2. a, b, c, d, e, f	2. b, c, d	3. a, b, c, d, e	4. a, b, c, d, e, f, g
3	1. a, b, c, d, e 3. a, b, c, d, e	1. a, b, c 3. a, b, c, d, e	1. e, f 3. a, b, c, d, e	4. a, b, c, d, e	5. a, b, c, d, e
4	2. a, b, c 3. a, b, c, d 5. c	2. a, b, c 3. a, b, c, d	3. a, b 5. a, b, c	4. a, b 5. a, b, c	6. a, b, c, d, e, f
5	2. f, g 3. a, c 4. b	2. a, e, f, g	3. a, b, c, d, e 4. b	4. a, b, c, d, e 5. a, b, c	6. a, b, c, d, e, f, g, h, i
6	2. b, c 3. a 4. d 5. a, b, c, d, e	5. a, b, c, d, e	2. a, b, c	1. a, b, c, d, e, f, g 2. a, b, c, d 4. a, b, c, d, e 6. a, b, c	7. a, b, c, d, e, f, g
7	3. a, b, c, e	3. a, b, c, e 5. c, f		3. c 4. a, c, d, e	7. a, c, d, e
8	8. a, c, d		3. d, e	3. d, e 4. d, e	9. a, b

TEACHING METHODOLOGIES

Our teaching methodologies, as described in our Core Educational Framework (CEF), include thematic teaching, multiple intelligence theory, inquiry-based learning, and an emphasis on developing critical thinkers.

TEACHING METHODOLOGIES (cont.)

Thematic Teaching: Thematic teaching correlates with research that shows that brains function at a higher level when activities link and build on each other. At Headlands Institute, a key tool for this is the mindmap that shows how the day's activities build on a central theme. Team-building initiatives or teachable moments are incorporated.

Teaching to Multiple Intelligences: Headlands Institute programs are designed to be interdisciplinary, incorporating the intellectual access points of every learner. Learning occurs collectively, in pairs, or alone and challenges students visually, kinesthically, linguistically, spatially, and musically.

Inquiry-Based Learning: Our programs also incorporate elements of inquiry-based learning. From developing observation skills to encouraging students to devise methodologies, Headlands Institute uses the natural curiosity of learners to develop concrete science process skills.

Developing Critical Thinkers: Headlands Institute helps young people develop the skills to be independent thinkers and active and responsible participants in society. Educators engage students through analyses of controversial issues, examinations of personal beliefs and values, role-playing characters with viewpoints distinct from theirs, and assessment of the appropriateness of action strategies.



**Educational
Framework
(continued)**



Risk Management



At the Headlands Institute, risk management is one of our highest priorities. We take safety very seriously and are proactive about the prevention and reduction of incidents. Since 1977, we have been a leader in the field of environmental education in risk management.

All Headlands Institute Field Science Educators are CPR and Wilderness First responder certified. Field Science Educators carry first aid kits in the field, and participants can access first aid kits and an AED on campus. Staff are trained in our emergency action plan for natural disasters and campus-wide emergencies.

Emergency Response: Headlands Institute staff is always available to respond to emergencies, either in our office or via pager.

Emergency Support: The National Park Service is also available for emergency assistance through a 24-hour emergency dispatch line, plus 911 connects us to the Southern Marin Emergency Services.

Hospitals: Marin General Hospital in Greenbrae is 12 miles away from campus. Kaiser Hospital in Terra Linda, 16 miles away, is also available for Kaiser patients.

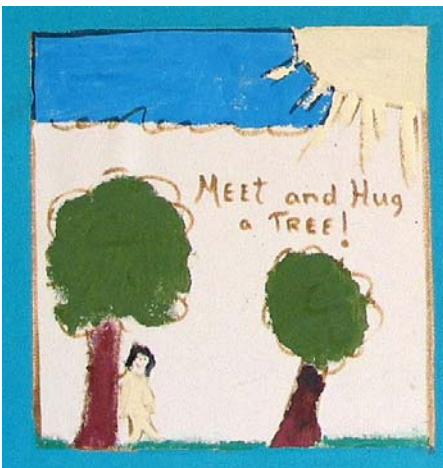
Medications: Schools are responsible for oversight and distribution of students' prescribed medications. We can store medicine that requires refrigeration.

Program Orientations: All students and adults receive program and safety orientations on their arrival days that outline trail and campus safety requirements.

Student Supervision: Adults supervise the students at all times.

Campus Security: All of our buildings are locked at night, including the dormitories.

For more information on our risk management practices, contact us at (415) 332-5771 or hi@naturebridge.org.



NatureBridge-Golden Gate Pre-Trip Questionnaire

Thank you for choosing NatureBridge-Golden Gate for your environmental education experience! Please help our staff prepare the highest quality program for your group by thoughtfully completing this form and returning it at least ***one month*** prior to your arrival. We strongly recommend that you complete this form electronically (it will make less work for you in future years!). When you are finished filling out the form, please ***save it to your computer***, and email it to our Operations Manager at hifsom@naturebridge.org. If you have any questions, please call (415) 332-5771 x24.

SECTION 1: BASIC INFORMATION ABOUT YOUR SCHOOL/GROUP

CONTACT INFORMATION

School/Group Name:				
City/State:	District:	County:		
Head Teacher:	Email:	Attending Trip?	yes	no
Trip Organizer:	Email:	Attending Trip?	yes	no

ARRIVAL/DEPARTURE

Arrival date:	Arrival time:	(no earlier than 9 am; Wednesday must be 12:30 arrival)
Departure date:	Departure time:	(no later than 4 pm; Wednesday must be 11:30 departure)

TRANSPORTATION

We will get to NatureBridge-Golden Gate by:	Bus	Car/Van	Other (specify)
We will have a vehicle on campus throughout our stay:	yes (<i>highly recommended!</i>)	no	

PARTICIPANT NUMBERS

Total Number of <i>Students</i> Attending:	Total Female:	Total Male:	Age Range:	Grade:
Total Number of <i>Adults</i> Attending:	Total Female:	Total Male:		
Total Teachers:	Total Parents:	Total Non-Parent Volunteers/Other:		
Names of All Other Teachers Attending:				
<i>** Remember: A <u>maximum</u> of two adults is allowed per hiking group.</i>				

SCHOOL INFORMATION

This is our school /group's _____ year attending NatureBridge-Golden Gate (note: does not refer to teachers).				
Please check all that apply to your group:				
Public School	Private School	Charter School	Home School	Year-Round School
Elem. School	Middle School	High School	Other (specify)	
Rural	Suburban	Urban		
Trip Funding Sources				
Source	Percentage	Source	Percentage	
Parents/Families	%	School Funds	%	
Scholarship	%	Grants	%	
PTA	%	Other (specify)	%	
Student Demographics				
Race/Ethnicity				Percentage
African American				%
American Indian				%
Asian				%
Caucasian				%
Hispanic/Latino				%
Multiracial				%
Pacific Islander				%
Percentage of students at your school who:				
Participate in the Free/Reduced Lunch Program				%
Receive financial aid/tuition scholarship (private schools)				%
Are English Language Learners (ELL)				%

NatureBridge-Golden Gate Pre-Trip Questionnaire

SECTION 2: BACKGROUND INFORMATION AND PRE-TRIP PREPARATION

CAMPUS RESOURCES AND ADULT LOGISTICS

Will you hold a pre-trip meeting with the attending adult chaperones prior to your trip?		yes	no
Tip: need a short, thorough video to show parents about the NatureBridge-Golden Gate experience? Please visit: http://www.naturebridge.org/headlands/video/introduction-headlands-institute-parents-and-guardians			
Preferred meal time (check one):			
No Preference	Early (7:15 am breakfast, 5:15 pm dinner)	Late (8:00 am breakfast, 6:00 pm dinner)	
Do you have a dormitory request?	No	Yes	

HIKING GROUP ASSIGNMENTS AND SPECIAL NEEDS

How did you determine/assign your hiking groups? (check all that apply)			
No Method	Diverse Academic Levels	Similar Academic Levels	Gender
Diverse Energy Levels	Similar Energy Levels	Behavior Issues	Grade/Age
Other (describe)			
Are there any students or adults with special needs (physical limitations, emotional needs, learning disabilities, unique medical conditions, severe allergies, and/or diet restrictions, etc.) that our staff should be aware of? (Use additional sheets if needed.)			

STUDENT PREPARATION

For the majority of my students, this trip will be their first time away from home/family:	yes	no
On a scale of 1-4 (1=not at all comfortable, 4=extremely comfortable), rank your students' level of comfort being outdoors:		
How are you preparing your students for this trip? What's been going on in your classroom with regard to:		
Science (include information on field trips or service projects):		
Social Studies/Literature:		
Social Interactions (describe group dynamics, teamwork, etc.):		
Please note any <u>specific topics</u> your students will study in preparation for their NatureBridge –Golden Gate experience.		
Let us help you! Are you interested in receiving a <i>FREE pre-trip lesson</i> , taught by a NatureBridge-Golden Gate educator <i>in your classroom</i> (available to schools within 50 miles of our campus)?		
yes	no	need more info

ADDITIONAL INFORMATION

What else should we know about your school or group? This is a great place to share your standard attention-getters, phrases, themes, or systems for handling conflict.

NatureBridge-Golden Gate Pre-Trip Questionnaire

SECTION 3: HELP US CREATE YOUR PROGRAM

Our programs are interdisciplinary, with a balance between hands-on science, cooperative learning, hiking, and reflection. All programs incorporate the key elements of our Core Educational Framework: Sense of Place, Interconnections, and Stewardship. To learn about our Core Educational Framework, please visit: <http://www.naturebridge.org/headlands/core-educational-framework>

Note: We cannot guarantee that all students/groups will experience any one activity/location. Visits to many places depend upon schedules, tides, and minimizing human impacts. *Please help us by communicating this to your fellow teachers/chaperons!*

DESIRED LEARNING OUTCOMES

Guided by our Core Educational Framework, our programs focus on promoting student outcomes in four key areas: personal growth, interpersonal skills, academic impact, and responsible environmental behavior. While **we strive to accomplish all of these outcomes in every program**, we find that most teachers have specific learning outcomes in mind for their students.

Which of these outcomes is the highest priority to achieve during your students' NatureBridge –Golden Gate experience? Please rank the following four outcomes in order of priority (1=highest priority, 4=lowest priority).

Personal Growth

Interpersonal Skills (Teambuilding)

Academic Impact

Responsible Environmental Behavior (Stewardship)

AREA OF STUDY

The Area of Study provides the overarching content, themes, and structure for your trip. Please **select ONE** area of study for your program. A singular focus allows our educators to delve deeper into content and curriculum while also incorporating your desired learning outcomes and additional program elements, such as cultural history (see next page). For more detailed information about each area of study, please visit: <http://www.naturebridge.org/headlands/areas-study>

Please **select ONE** Area of Study for your program.

Marine Ecology

Terrestrial Plants & Animals

Watersheds

Earth & Physical Sciences

Climate Change

Marine Ecology

Possible topics include:

- Coastal and intertidal habitats
- Flora and fauna (mammals, fish/sharks, birds)
- Intertidal organism inquiry
- Plankton study
- Waves, tides, currents
- Adaptations and food webs
- Human connections and impacts

Terrestrial Plants & Animals

Possible topics include:

- Adaptations/migrations
- Habitat and biodiversity
- Biomonitoring/phenology (pond, hawks, plants)
- Natives and invasives
- Predator/prey relationships
- Signs and sightings (observation)
- Anatomy, physiology, structure

Watersheds

Possible topics include:

- Water cycle
- Dynamics – mountains to oceans
- Human connections and impacts
- Pond and creek habitats
- Water chemistry / water quality
- Water conservation / action strategies
- Pond biomonitoring

Earth & Physical Sciences

Possible topics include:

- Plate tectonics
- Formation of rock types
- Weather science
- Map reading / topography
- Rock identification
- Human impacts (erosion, air pollution)

Climate Change (5th grade and up)

Possible topics include:

- Carbon cycle and greenhouse effect
- Ocean acidification
- Phenology
- Defining and understanding climate change
- Impacts on habitats and communities
- Action strategies

Do you have any specific requests for the above selection?

NatureBridge-Golden Gate Pre-Trip Questionnaire

ADDITIONAL PROGRAM ELEMENTS/PRIORITIES

We attempt to incorporate all of the following elements into each program to some extent. Please select ***no more than two*** to prioritize during your program. For detailed descriptions, please visit <http://www.naturebridge.org/headlands/program-elements>

Scientific Method

Long Challenge Hike (4-6 miles)

Art & Music

Cultural History

Focus on Standards

Do you have any specific requests for the above selections (specific standards, etc.)?

COMMUNITY CONNECTIONS

We strive to make students' experiences rich and lasting by helping them understand how the lessons they learn at NatureBridge-Golden Gate are connected to their home communities. Your answers to the following questions will help us keep our curriculum relevant and transferable to your students' lives.

Please name/describe any natural/open spaces that are located in or near your community (parks, school yard, gardens, creeks/rivers, empty lots, bay):

Are there any social or environmental issues being addressed in your community that you would like us to tie into our teaching?

What are you planning to do in your classroom as a follow-up to your NatureBridge-Golden Gate experience?

ECO-ATHLETICS

Led by our Teen Environmental Education Mentorship (TEEM) interns from diverse Bay Area high schools, Eco-Athletics are fun, physical activities designed to complement the Field Science day. Eco-Athletics are offered on **Tuesday and Thursday** afternoons, **September through Mid-May only**. Program time is from 5:00-5:40 or 6:10-6:50, based on your meal assignment.

Would you like to sign your school up for Eco-Athletics (please check one)?

Yes (Tuesday)

Yes (Thursday)

Yes (Tuesday and Thursday)

No Thanks

EVENING PROGRAMS

Evening programs - led by our educators - are provided each night. The first night's program is usually a night hike; the last night's program is usually a campfire (schedules permitting). *Please note: we combine school groups for campfire programs, and we do NOT allow groups to roast marshmallows or make s'mores.* For descriptions of evening programs, please visit: <http://www.naturebridge.org/headlands/evening-programs>

If you are staying on campus for **1 night**, please indicate your preferred evening program: night hike campfire

If you are staying on campus for **2-4 nights**, you will participate in both a night hike and a campfire.

If you are staying on campus for **3 nights**, please select **one** additional evening program; for **4 nights**, please select **two**:

Educator's Choice

Marine Mammal Myths/Legends

Alcans & Bumbas (great prep for Chinatown)

Grey Whale Migration

Marincello Debate (5th grade and up)

Climate Change (5th grade and up)

Bird Beak Buffet

Muir Woods (great prep for off-campus trip)

Thank you for taking the time to make your students' NatureBridge-Golden Gate experience memorable and productive!

Headlands Institute HIKING GROUP LIST

School/Group: _____ Program Date(s): _____

Instructions: Verify the number of hiking groups before you start. Divide the total number of students by 16 and round up. The result is the number of hiking groups you should create (and the number of copies of this form you should make). Each group should have about the same number of students. **Remember** that each group must have at least one adult, but **no more than two adults**. **Medical/Diet Alerts:** Next to **each** participant's name, please summarize all **current** medical conditions (e.g., syndrome, allergy, etc.) and diet restrictions (e.g., vegetarian, peanut allergy, etc.). Medical/Diet Alert summaries are taken from each participant's completed *Registration Form*. Please be sure to **SIGN** the health-related acknowledgement at the bottom of each hiking group. Once your hiking group lists are completed, please send us **copies** (along with *Registration Forms*) **two weeks** prior to your trip. Please also **distribute** copies to all participating adults and bring them with you to the Headlands Institute. Inform us immediately of any changes to your hiking group lists that occur after this form has been sent out. Please use **only** this form for listing hiking groups.

HIKING GROUP NAME _____			
<u>Name</u>		<u>Medical Condition*</u>	<u>Diet Restriction</u>
First	Last		
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			
13)			
14)			
15)			
16)			

Adults (Please Note: If parents are attending, we recommend that they not be assigned to their child's hiking group to allow the student to have his/her own experience and to help parents focus on safety and participation needs of their entire hiking group.)

*Continue Meds/Diets here if needed (indicate line #):

I have reviewed the *Registration Form* completed for each participant in the hiking group by his/her parent or guardian, and have noted and/or otherwise summarized here all listed **current** medical conditions and dietary restrictions provided by such parent or guardian. **Print Name:** _____ **Sign:** _____

Grant Application for Tuition



All information on this form will be kept strictly confidential.

School/Group Name _____ Phone _____

Address _____

Contact Person _____ Email _____

What dates will your group attend Headlands Institute? _____

Has your group received a tuition grant in past years? (Circle one.) YES NO

How many students are expected to attend? _____

Of this number, how many need scholarship assistance? _____

On a separate sheet, please describe:

1. How your classroom objectives will be met by participating in the program
2. Your group's need for scholarship support
3. On what basis students will be chosen to attend

Please describe the cultural diversity of your school.

_____% African American _____% Native American _____% Asian American _____% multi-racial
_____% Hispanic/Latino _____% Caucasian _____% Other _____% biracial

What percentage of students qualify for Free and Reduced Lunch at your school?

For private schools, enter an equivalent percentage (e.g., full or partial scholarship)

_____% Free/Reduced Lunches

Please detail your fundraising plan and indicate the amount of scholarship requested.

Total tuition expense of the trip \$ _____

Other expenses (i.e. transportation) \$ _____

TOTAL COST \$ _____

Family/student contributions \$ _____

Student fundraising activities \$ _____

Outside funding sources (i.e. federal, state, grants) \$ _____

School funds \$ _____

Requested funds from Headlands Institute \$ _____

Per our new scholarship policy, recipient teachers **must** provide data to Headlands Institute so that we can report back to our funders. We also appreciate receiving additional information about your trip (pictures, journals, assignments, curriculum used in the classroom).

I verify the above information is true and correct.

Signature

Date

Please mail or fax completed form by Sept 23, 2011 for prioritized funding, or send this at least 30 days prior to your program to: Scholarship Committee, Headlands Institute, 1033 Fort Cronkhite, Sausalito, CA 94965

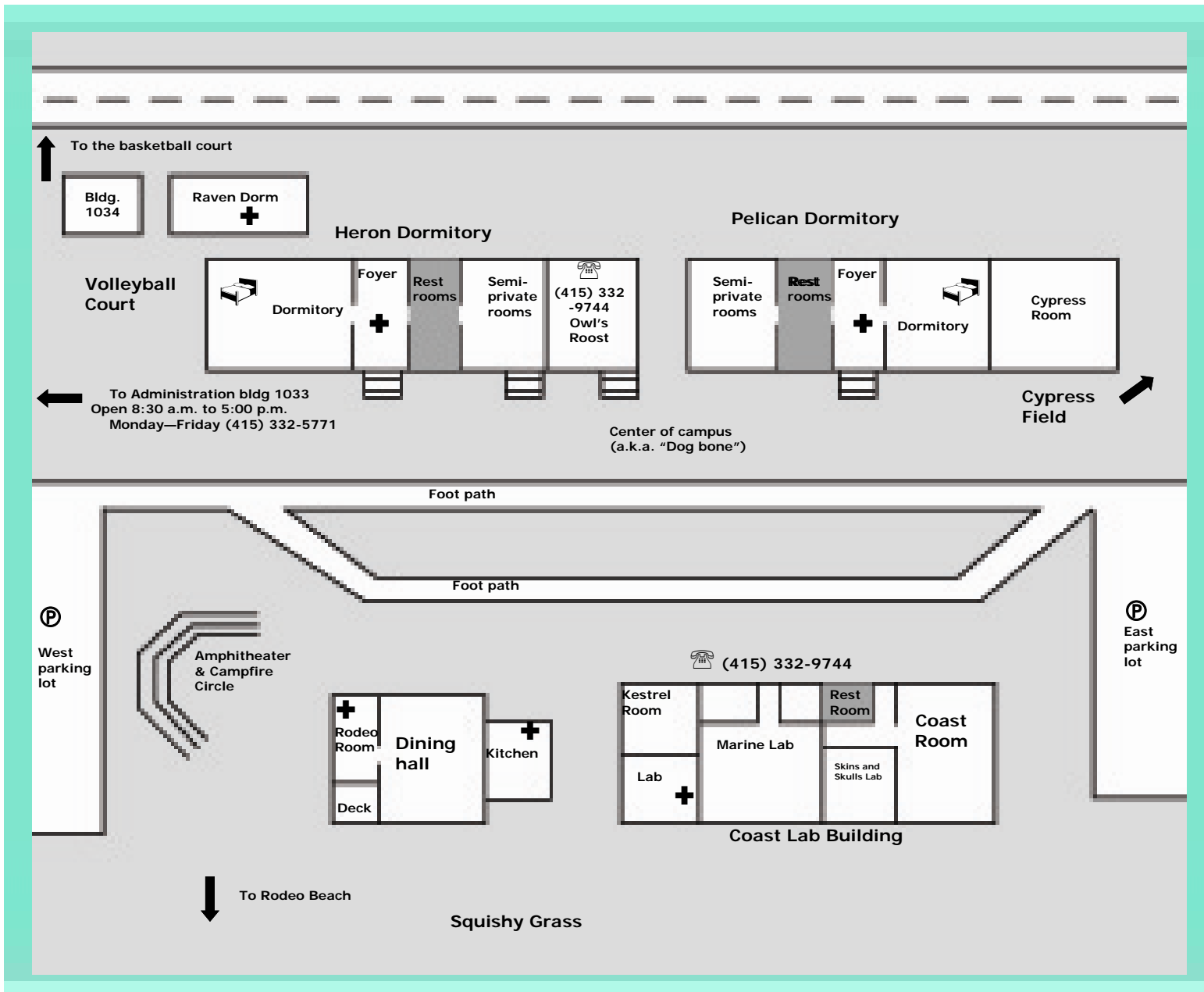
Fax: (415)332-5784

Or save it and email it to the Field Science Operations Manager: hifsom@naturebridge.org

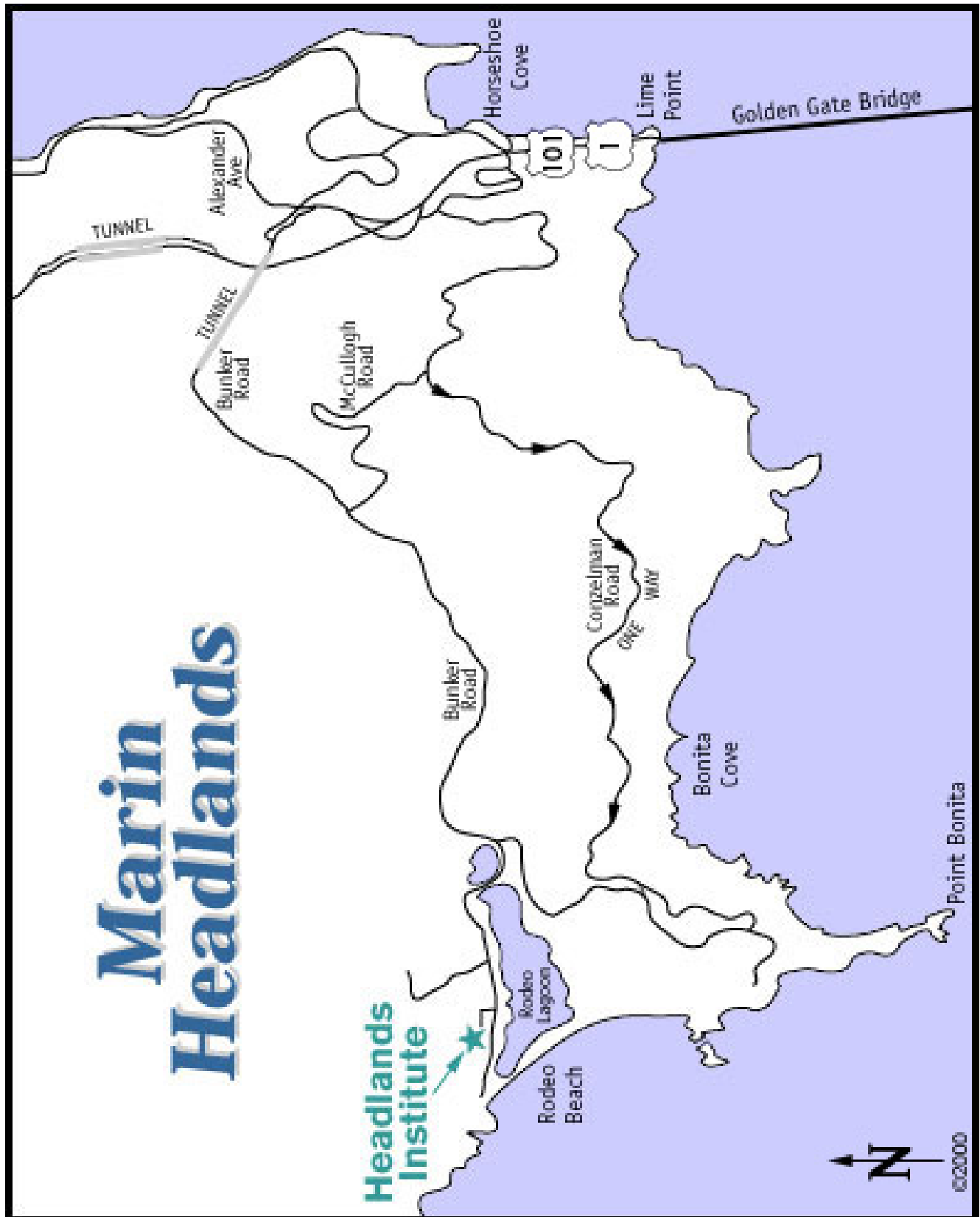
On-Campus Adult Supervision Chart

Activity	Early Meal ¹	Late Meal ²	Assign participating adults to specific locations and times. Write their names in appropriate boxes					
			Dorms	Dog Bone	B'ball	Room³	Beach	Other
Wake up/ showers/ adult-led activities/ prepare for hiking	6:45- 7:10 AM	6:45- 7:55 AM	Men: _____ _____ Women: _____ _____	_____ _____ _____		_____ _____ _____	_____ _____ _____	_____ _____ _____
Breakfast	7:10 AM	7:55 AM						
Showers/ adult-led activities/ prepare for hiking	7:45- 9:00 AM		M: _____ _____ W: _____ _____	_____ _____ _____		_____ _____ _____	_____ _____ _____	_____ _____ _____
Morning meeting in Cypress Room	9:00 AM	9:00 AM						
Showers/ downtime/ adult-led activities/Eco -Athletics	4:00- 5:10 PM	4:00- 6:05 PM	M: _____ _____ W: _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Dinner	5:10 PM	6:05 PM						
Showers/ downtime/ adult-led activities/Eco -Athletics	5:55- 7:00 or 5:55 -7:30 PM	None ⁴ or 6:55- 7:30 PM	M: _____ _____ W: _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Evening programs	7:00 or 7:30 PM	7:00 or 7:30 PM						
Showers/ downtime/ adult-led activities	None ⁴ or 8:00- 8:45 PM	None ⁴ or 8:00- 8:45 PM	M: _____ _____ W: _____ _____	_____ _____ _____		_____ _____ _____		_____ _____ _____
Prepare for bed/lights out /quite time	8:45 or 9:00 PM	8:45 or 9:00 PM	M: _____ _____ W: _____ _____	¹ Breakfast at 7:10 am, dinner at 5:10 pm ² Breakfast at 7:55 am, dinner at 6:05 pm ³ Arrange with campus coordinator ⁴ There may not be time				

CAMPUS MAP



MAP AND DRIVING DIRECTIONS



MAP AND DRIVING DIRECTIONS (continued)



Heading North on Hwy. 101 from San Francisco:

1. Cross the Golden Gate Bridge and take the Alexander Avenue exit (the second exit). Merge right onto Alexander Avenue (do not go left under the freeway).
2. Take the first left (in approx. 1/10 of a mile) at the left hand turn lane.
3. Go straight to the tunnel entrance.

Follow the directions on bottom half of page.

Heading South on Hwy. 101 from Marin County:

1. Take the second Sausalito exit - the last exit before the Golden Gate Bridge. Turn right and follow the road beneath Highway 101.
 2. Go straight after the stop sign.
 3. Take the first left at the left-hand turn lane.
- Go straight to the tunnel entrance.

-
4. Wait for the green light before proceeding through the tunnel on Bunker Road.
 5. Continue slowly through housing area (watch for speed bumps), and straight at McCullough Road. Pass the horse stables on your left.
 6. Veer slightly right at Field Road. On the left you will see a chapel (now the park's visitor center), then you will cross Rodeo Lagoon.
 7. At the next fork, keep left on Mitchell Road; continue towards the beach.
 8. Soon (approx. 1/10 of a mile) you will see a Headlands Institute sign on your right. Turn right here. Take the first right into our West Parking Lot. Our administrative building, Building 1033, is west of the parking lot (towards the beach); our campus is to the east. See the Campus Map for locations of individual buildings and dorms.

For more assistance please call (415) 332-5771.

REGISTRATION, HEALTH SCREEN, AND PARTICIPANT AGREEMENT

PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY AND PROVIDE ALL REQUESTED INFORMATION LEGIBLY AND IN INK. BE SURE TO SIGN AND DATE WHERE INDICATED ON THE LAST PAGE. INCOMPLETE AND/OR UNSIGNED FORMS MAY DELAY OR PRECLUDE PARTICIPATION IN THE PROGRAM. PARENT OR LEGAL GUARDIAN MUST COMPLETE AND SIGN FOR MINOR CHILDREN.

Participant Name: _____ Date of Birth: _____ Grade: _____ Male ☐ Female ☐

Address: _____ (_____) _____
Street City State Zip Email Telephone

Participant is a: Minor ☐ Self ☐ Teacher ☐ Parent/Chaperone ☐

Name of Parent(s) or Legal Guardian(s) (if Participant is a minor): (1) _____ (2) _____

Address(es) of Parent(s)/Legal Guardian (If different than above):

_____ (_____) _____
Street City State Zip Email Telephone

Participant Ethnicity: White ☐ African-American ☐ Asian-American ☐ Hispanic-American ☐ Native American ☐ Other ☐

Name of School: _____ Name of Head Teacher or Group Contact: _____

EMERGENCY CONTACTS – Parent or Legal Guardian must be provided as first emergency contact

(1) Name _____ Relation _____ Email _____

Day Phone _____ Evening Phone _____ Cell Phone/Pager _____

(2) Name _____ Relation _____ Email _____

Day Phone _____ Evening Phone _____ Cell Phone/Pager _____

HEALTH INFORMATION - PLEASE FILL OUT COMPLETELY *DOCTOR SIGNATURE NOT REQUIRED*

Does the Participant have, or has the Participant had, any of the following conditions or symptoms?

Current Medical Conditions		Diseases		Allergies	
1. Bleeding/Clotting Disorders	<input type="checkbox"/> Yes <input type="checkbox"/> No	13. Chicken Pox	<input type="checkbox"/> Yes <input type="checkbox"/> No	18. Hay Fever	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Asthma	<input type="checkbox"/> Yes <input type="checkbox"/> No	14. Measles	<input type="checkbox"/> Yes <input type="checkbox"/> No	19. Iodine	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Diabetes	<input type="checkbox"/> Yes <input type="checkbox"/> No	15. Mumps	<input type="checkbox"/> Yes <input type="checkbox"/> No	20. Poison Oak	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Ear Infections	<input type="checkbox"/> Yes <input type="checkbox"/> No	16. Other Diseases	<input type="checkbox"/> Yes <input type="checkbox"/> No	21. Penicillin	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Heart Defects/Hypertension	<input type="checkbox"/> Yes <input type="checkbox"/> No	17. Date of last Tetanus shot:		22. Bees/Wasps/Insects	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Psychiatric Treatment	<input type="checkbox"/> Yes <input type="checkbox"/> No			22. Food	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Seizure Disorder	<input type="checkbox"/> Yes <input type="checkbox"/> No			24. Other Allergies	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Immuno-Compromised	<input type="checkbox"/> Yes <input type="checkbox"/> No			If Participant Has Allergies:	
9. Sleep Walking	<input type="checkbox"/> Yes <input type="checkbox"/> No				
10. Bedwetting	<input type="checkbox"/> Yes <input type="checkbox"/> No				
11. Other	<input type="checkbox"/> Yes <input type="checkbox"/> No			25. Do you carry your own Epinephrine or Epi-pen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Hospitalized in the last 5 yrs?	<input type="checkbox"/> Yes <input type="checkbox"/> No			26. Do you carry your own Inhaler?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have answered “yes” to any of the above items, please explain below. Provide corresponding number. (Attach additional pages if necessary.)

Question No.	Explanation

Is the Participant taking any medication? ☐ Yes ☐ No

Please list all medications the Participant is taking and the purpose of each.**

****Participant must continue to take all medications during the Program unless otherwise instructed by your physician.**

Is the Participant capable of participating in a 5 mile hike? ☐ Yes ☐ No

Are there any restrictions on the Participant’s physical activity? ☐ Yes ☐ No

Please describe _____

Does the Participant have any **food allergies**? Please specify _____

Does the Participant have any **food restrictions**? Please specify _____

Please provide any additional information that you believe we should know to help us provide a quality experience for the Participant.

Name of Physician _____ Telephone Number _____

Medical Insurance carrier _____

Policy #/I.D.# _____ Subscriber Name _____

Additional information attached: ☐ Yes ☐ No

PARTICIPANT AGREEMENT
(INCLUDING ASSUMPTION OF RISKS, RELEASE AND INDEMNIFICATION)
REQUIRED FOR ALL PARTICIPANTS

PLEASE READ THIS ENTIRE AGREEMENT CAREFULLY. IT AFFECTS THE LEGAL RIGHTS OF PARTICIPANTS AND THEIR FAMILIES IN THE EVENT OF AN INJURY OR OTHER LOSS.

All Participants age 18 and older, including all teachers and chaperones, (referred to as “Adult Participants”), must sign this Participant Agreement. At least one parent or legal guardian (both referred to as “Parent”) must sign on behalf of themselves individually as well as on behalf of their minor child or ward (referred to as “Minor Participant”). The term “I” as used in this Participant Agreement refers to the Adult Participant and/or Parent. The term “Program” refers to the NatureBridge program in which a Participant has enrolled.

In consideration of the Program, services, benefits and amenities provided by NatureBridge, a California Non-Profit Public Benefit Corporation, I hereby understand, acknowledge and agree as follows:

Activities and Risks

Activities vary from program to program, and may include hiking, stewardship activities (for example, plant removal and trail maintenance), backpacking, skiing, snowshoeing, snorkeling, kayaking, canoeing, and other water craft

excursions. Some programs involve travel in NatureBridge vehicles driven by NatureBridge employees. I understand that this Program exposes its Participants to a variety of risks and hazards, foreseen and unforeseen, some of which are inherent and cannot be eliminated without fundamentally altering the unique character of the Program. These inherent risks include, but are not limited to, environmental risks and hazards, including rapidly moving, deep, or cold water; plants, insects, snakes, and predators, including large animals; falling and rolling rock; lightning; and unpredictable forces of nature, including weather that may change to extreme conditions without notice. Possible injuries and illnesses include allergic reactions, including, importantly, anaphylaxis, hypothermia, frostbite, high altitude illnesses, sunburn, heatstroke, dehydration, infectious diseases, musculoskeletal injuries, and other mild or serious conditions or injuries, including death. Emergency evacuation and medical care may be delayed twenty-four (24) hours or more due to the remote locations of some Program activities.

Assumption of the Risks

I understand that the description above of the risks involved in NatureBridge activities is not complete, and that other risks may result in property loss, personal injury, or death. For myself and for my Minor Participant, I agree to assume, to the fullest extent permitted by law, the risks of participation, known and unknown, inherent or not, and whether or not such risks are described above. I understand that participation in this Program is entirely voluntary and I consent to participation with full knowledge of the risky nature of the Program. If the Participant is a minor child, I have discussed the activities and risks with her or him and the child wishes to participate nevertheless.

Release and Indemnification

I, an adult Participant or Parent of a Minor Participant, for myself and on behalf of that Minor Participant, agree to release, indemnify, protect, and hold harmless, and promise not to sue, NatureBridge and/or its affiliated institutes, and/or any of their respective officers, directors, employees, contractors, and insurers (the "Released Parties"), with respect to any and all claims, demands, damages, losses, or liabilities, including, but not limited to, claims for personal injury or death, which I or my Minor Participant may suffer, arising out of or in any way related to my, or my Minor Participant's, participation in the Program. The claims hereby released and indemnified against include those caused by or arising from the negligence of a Released Party, or any of them, but not those caused by or arising from any reckless or intentionally wrongful act or omission. If a Released Party is required to defend any claim brought by and/or on behalf of me, a family member, and/or my Minor Participant, I or my, and/or the Minor Participant's, heirs or executors agree to pay such Released Party's costs of litigation and attorney's fees if and to the extent the Released Party successfully defends against such claim.

Medical

I represent that the medical information I have provided above is correct and complete to the best of my knowledge.

I authorize NatureBridge staff who have received appropriate training to administer basic first aid and "over the counter" medication, including aspirin, Tylenol, ibuprofen, Benadryl, Neosporin, Pepto-Bismol, and similar medications. I understand that NatureBridge staff does not carry epinephrine for the treatment of life threatening allergic reactions which might occur during the Program. If my Minor Participant has a known life-threatening allergy, or if I have been advised that he or she should be prepared for a possible serious allergic reaction, my Minor Participant has been provided with auto-injectable epinephrine and a physician's instructions for its use, and I have instructed my Minor Participant to have these available at all times during the Program. If my Minor Participant is enrolling in the Program as part of a school or other group, I have also informed the person in charge of the school or other group of this allergy and any applicable physician-prescribed protective measures.

I authorize any adult chaperone or member of the NatureBridge staff to obtain medical care for my Minor Participant (or me, if I am unable to consent), and to consent to any X-ray, examination, anesthetic, diagnosis, treatment and/or hospital care that may be recommended by a licensed physician and/or dentist. In the event of

INSCRIPCIÓN, EVALUACIÓN MÉDICA Y ACUERDO DEL PARTICIPANTE

LEA CON CUIDADO LA TOTALIDAD DE ESTE DOCUMENTO Y ANOTE TODA LA INFORMACIÓN SOLICITADA CON LETRA LEGIBLE Y TINTA. ASEGÚRESE DE PONER SU FIRMA Y LA FECHA EN EL ESPACIO PARA ELLO EN LA ÚLTIMA PÁGINA. LOS FORMATOS CON DATOS INCOMPLETOS O SIN FIRMAR PUEDEN DEMORAR O IMPEDIR LA PARTICIPACIÓN EN EL PROGRAMA. EL PADRE O TUTOR DEBE LLENAR Y FIRMAR POR LOS MENORES DE EDAD.

Nombre del Participante: _____ Fecha de nacimiento: _____ Grado: ____ Masculino ☐ Femenino ☐

Dirección: _____ (_____) _____
Calle Ciudad Estado C.P. Correo electrónico Teléfono

El participante es: Un Menor ☐ Usted ☐ Un Maestro ☐ Un Padre/Chaperón ☐

Nombre del (de los) Padre(s) o Tutor(es) (si el Participante es un menor): (1) _____ (2) _____

Dirección del (de los) Padre(s)/Tutor(es) (si es distinta a la arriba indicada):

Calle Ciudad Estado C.P. Correo electrónico Teléfono

Grupo étnico del Participante: Blanco ☐ Negro ☐ Asiático ☐ Hispano ☐ Nativo americano ☐ Otro ☐

Nombre de la escuela: _____ Nombre del profesor titular o del contacto del grupo: _____

CONTACTOS DE EMERGENCIA: El padre o tutor deberá ponerse como primer contacto en caso de emergencia

(1) Nombre _____ Relación _____ Correo electrónico _____

Teléfono durante el día _____ Teléfono por las tardes _____ Celular/Radiolocalizador [pager] _____

(2) Nombre _____ Relación _____ Correo electrónico _____

Teléfono durante el día _____ Teléfono por las tardes _____ Celular/Radiolocalizador [pager] _____

INFORMACIÓN DE SALUD: LLENE EN SU TOTALIDAD *NO SE REQUIERE FIRMA DE UN MÉDICO*

¿Tiene o ha tenido el Participante alguna de las condiciones o síntomas siguientes?

Condiciones médicas actuales		Enfermedades		Alergias	
1. Desórdenes sanguíneos/de coagulación	<input type="checkbox"/> Sí <input type="checkbox"/> No	13. Varicela	<input type="checkbox"/> Sí <input type="checkbox"/> No	18. Fiebre del heno	<input type="checkbox"/> Sí <input type="checkbox"/> No
2. Asma	<input type="checkbox"/> Sí <input type="checkbox"/> No	14. Sarampión	<input type="checkbox"/> Sí <input type="checkbox"/> No	19. Yodo	<input type="checkbox"/> Sí <input type="checkbox"/> No
3. Diabetes	<input type="checkbox"/> Sí <input type="checkbox"/> No	15. Paperas	<input type="checkbox"/> Sí <input type="checkbox"/> No	20. Hiedra venenosa [poison oak]	<input type="checkbox"/> Sí <input type="checkbox"/> No
4. Infección de oídos	<input type="checkbox"/> Sí <input type="checkbox"/> No	16. Otras enfermedades	<input type="checkbox"/> Sí <input type="checkbox"/> No	21. Penicilina	<input type="checkbox"/> Sí <input type="checkbox"/> No
5. Defectos cardíacos/Hipertensión	<input type="checkbox"/> Sí <input type="checkbox"/> No	17. Fecha de la última vacuna contra el tétano:		22. Abejas/Avispas/Insectos	<input type="checkbox"/> Sí <input type="checkbox"/> No
6. Tratamiento psiquiátrico	<input type="checkbox"/> Sí <input type="checkbox"/> No			22. Alimentos	<input type="checkbox"/> Sí <input type="checkbox"/> No
7. Padece de convulsiones	<input type="checkbox"/> Sí <input type="checkbox"/> No			24. Otras alergias	<input type="checkbox"/> Sí <input type="checkbox"/> No
8. Inmunocomprometido	<input type="checkbox"/> Sí <input type="checkbox"/> No				
9. Sonambulismo	<input type="checkbox"/> Sí <input type="checkbox"/> No			Si el Participante tiene alergias:	
10. Moja la cama	<input type="checkbox"/> Sí <input type="checkbox"/> No			25. ¿Carga con su propia epinefrina o Epi-pen?	<input type="checkbox"/> Sí <input type="checkbox"/> No
11. Otro	<input type="checkbox"/> Sí <input type="checkbox"/> No			26. ¿Carga su propio inhalador?	<input type="checkbox"/> Sí <input type="checkbox"/> No
12. ¿Hospitalizado en los últimos 5 años?	<input type="checkbox"/> Sí <input type="checkbox"/> No				

Si contestó "sí" a cualquiera de los puntos anteriores, explíquelo a continuación. Proporcione el número correspondiente. (Agregue páginas adicionales de ser necesario.)

Pregunta No.	Explicación

¿Está el Participante tomando algún medicamento? ☐ Sí ☐ No

Enumere todos los medicamentos que está tomando el Participante y la finalidad de cada uno.**

**El Participante debe seguir tomando todos sus medicamentos durante el Programa a menos que su doctor indique otra cosa.

¿Puede el Participante participar en una caminata de 5 millas? ☐ Sí ☐ No

¿Hay alguna restricción en la actividad física del Participante? ☐ Sí ☐ No

Descríbalo

¿Es el Participante alérgico a algún alimento? Especifique

¿Tiene el Participante restringida la ingesta de algún alimento? Especifique

Proporcione cualquier información adicional que considere deberíamos saber para ayudarnos a dar una experiencia de calidad para el Participante.

Nombre del médico

Número de teléfono

Compañía de seguro médico

Póliza/# ID

Nombre del beneficiario

Se adjunta información adicional: ☐ Sí ☐ No

ACUERDO DEL PARTICIPANTE
(INCLUYE LA ACEPTACIÓN DE RIESGOS, DESCARGO E INDEMNIZACIÓN)
REQUERIDO PARA TODOS LOS PARTICIPANTES

LEA CON CUIDADO LA TOTALIDAD DE ESTE ACUERDO. AFECTA LOS DERECHOS LEGALES DE LOS PARTICIPANTES O DE SUS FAMILIAS EN CASO DE LESIÓN U OTRA PÉRDIDA.

Todos los participantes de 18 años en adelante, incluidos todos los maestros y chaperones (en lo sucesivo "Participantes adultos"), deben firmar este Acuerdo del Participante. Al menos un padre o tutor (ambos en lo sucesivo "Padre") deben firmar en su nombre y representación individualmente así como en nombre y representación de su menor hijo o protegido (en lo sucesivo "Participante menor"). El término "Yo" como se usa en este Acuerdo del participante se refiere al Participante Adulto y/o Padre. El término "Programa" se refiere al programa NatureBridge en que se ha inscrito un Participante.

En contraprestación del Programa, los servicios, beneficios y amenidades provistos por NatureBridge, una sociedad sin fines de lucro para el beneficio público, manifiesto por este medio mi entendimiento, confirmación y acuerdo como a continuación:

Actividades y riesgos

Las actividades varían de un programa al otro y pueden incluir caminatas, actividades de cuidado del medio ambiente (por ejemplo, remoción de plantas y mantenimiento de caminos), mochilear, esquí, paseos con raquetas de nieve, buceo con esnórquel, paseos en kayak, paseos en canoa y otras excursiones acuáticas. Algunos programas incluyen viajes en vehículos de NatureBridge conducidos por empleados de NatureBridge. Entiendo que este Programa expone a sus Participantes a una

variedad de riesgos y peligros, previstos e imprevistos, algunos de los cuales son inherentes y no se pueden eliminar sin alterar de manera fundamental el carácter único del Programa. Estos riesgos inherentes incluyen, de manera no limitativa, riesgos y peligros ambientales, que incluyen aguas en movimiento, profundas o frías; plantas, insectos, víboras y depredadores, que incluyen animales de gran tamaño, piedras en caída o rodantes; relámpagos; y fuerzas impredecibles de la naturaleza, que incluyen clima que puede cambiar a condiciones extremas sin aviso. Las lesiones y enfermedades posibles incluyen reacciones alérgicas, que incluyen, de manera importante, anafilaxia, hipotermia, quemaduras por frío, enfermedades por altitud, quemaduras solares, golpe de calor, deshidratación, enfermedades infecciosas, lesiones osteomusculares y otras condiciones o lesiones leves o graves, que incluyen la muerte. La evacuación de emergencia y cuidado médico puede demorarse 24 (veinticuatro) horas o más debido a las ubicaciones remotas de algunas actividades del Programa.

Aceptación de los riesgos

Entiendo que la descripción anterior de los riesgos involucrados en las actividades de NatureBridge no está completa y que otros riesgos pudieran resultar en pérdidas patrimoniales, lesiones personales o la muerte. Para mí y para el Participante menor, acepto asumir, en la medida máxima que permita la ley, los riesgos de participación, conocidos y por conocer, inherentes o no, y sea o no que dichos riesgos se hayan descrito en los párrafos anteriores. Entiendo que la participación en este Programa es completamente voluntaria y consiento la participación con pleno conocimiento de la naturaleza riesgosa del Programa. Si el Participante es un menor de edad, he hablado con él o ella de las actividades y riesgos y el menor desea participar a pesar de ellos.

Descargo e indemnización

Yo, como Participante adulto o Padre de un Participante menor, en mi nombre y representación y en nombre y representación de ese Participante menor, estoy de acuerdo en liberar, indemnizar, proteger y tener a salvo, y prometo no demandar, a NatureBridge y/o sus institutos afiliados y/o cualquiera de sus funcionarios, consejeros, empleados, contratistas y aseguradoras correspondientes (las "Partes Relevadas"), con respecto a cualquiera de las reclamaciones, demandas, daños, pérdidas o responsabilidades, que incluyen, de manera no limitativa, las reclamaciones por lesiones personales o muerte, que Yo o mi Participante menor podamos sufrir, como resultado o relacionado de cualquier manera con mi participación, o la de mi Participante menor, en el Programa. Las reclamaciones relevadas e indemnizadas por el presente documento incluyen aquellas causadas o resultantes de la negligencia de una Parte relevada, o cualquiera de ellas, pero no aquellas causadas o resultantes de un acto u omisión temerario o ilícito doloso. Si una Parte relevada debe defenderse por cualquier reclamación presentada por mí y/o en mi nombre y representación o en nombre y representación de un familiar y/o mi Participante menor, Yo o los herederos o albaceas míos y/o del Participante menor acordamos pagar dichos costos de litigio y honorarios legales de dicha Parte relevada si la Parte relevada se defiende con éxito contra dicha reclamación y en la medida que así lo haga.

Consideraciones médicas

Declaro que la información médica antes provista es correcta y completa a mi mejor entender.

Autorizo al personal de NatureBridge que ha recibido capacitación adecuada para administrar primeros auxilios básicos y medicamentos de venta libre, que incluyen aspirina, Tylenol, ibuprofeno, Benadryl, Neosporin, Pepto-Bismol y otros similares. Entiendo que el personal de NatureBridge no carga con epinefrina para el tratamiento de reacciones alérgicas potencialmente letales que pudieran ocurrir durante el Programa. Si el Participante menor tiene una alergia conocida potencialmente letal, o si Yo he recibido aviso de que él o ella deberán estar preparados para una reacción alérgica posiblemente grave, mi Participante menor ha sido provisto con epinefrina autoinyectable y las instrucciones de un médico para su uso y Yo he instruido a mi Participante menor para tenerla disponible en todo momento durante el Programa. Si mi Participante menor está inscrito en el Programa como parte de una escuela u otro grupo, he informado también a la persona a cargo de la escuela u otro grupo de esta alergia y cualquier medida de protección aplicable prescrita por un médico.

Autorizo a cualquier chaperón adulto o miembro del personal de NatureBridge a procurar cuidado médico para mi Participante menor (o para mí, si no pudiera expresar mi consentimiento), y para dar consentimiento para cualquier rayos X, examen, anestesia, diagnóstico, tratamiento y/o cuidado hospitalario que pueda recomendar un doctor y/o dentista certificado. En caso de enfermedades o lesiones menores, entiendo que NatureBridge tratará de contactarme a la brevedad posible. En caso de enfermedades o lesiones mayores, entiendo que NatureBridge tratará de contactarme antes del inicio de cualquier tratamiento

médico, a menos que la condición del Participante menor sea tal que se deba comenzar el tratamiento de inmediato antes de poder establecer contacto conmigo. Incluso si no me pueden contactar, esta autorización se mantiene en pleno vigor y efecto.

Yo acepto asumir la total responsabilidad financiera por los costos de cualquier evacuación y/o cuidado/tratamiento médico que Yo o mi Participante menor podamos recibir.

Otras disposiciones

Yo acepto que NatureBridge y sus representantes pueden usar, sin restricción ni compensación, mi imagen o la de mi Participante Menor, ya sea en fotografías o video, así como en cualquier escrito, obra de arte y/o testimonial creado por mí o mi Participante menor y proporcionado a NatureBridge. Yo acepto que una vez enviados, estos materiales se volverán propiedad de NatureBridge.

Entiendo que durante parte del Programa, mi Participante menor estará bajo la supervisión de maestros, chaperones y otros adultos que no son empleados de NatureBridge y que no han sido seleccionados por NatureBridge ni están bajo la supervisión de NatureBridge. Yo entiendo y acepto que NatureBridge no es responsable por las acciones de dichas personas.

NatureBridge usa contratistas independientes para algunos servicios y dichos contratistas independientes, y no NatureBridge, son los únicos responsables por cualquier pérdida o lesión causada por sus actos u omisiones.

Entiendo que este Acuerdo del participante está contemplado por NatureBridge para tener un efecto tan amplio como lo permita la ley, y que si cualquiera de las secciones de este Acuerdo del participante se determina inválida por cualquier razón, el resto del Acuerdo del Participante se mantendrá válido y con plena exigibilidad.

Acepto que si surge una controversia entre mí y mi Participante menor, por un lado, y una Parte relevada, por el otro, dicha controversia será regida por el derecho sustantivo del Estado de California y que cualquier demanda contra cualquiera de las Partes Relevadas será presentada y mantenida en un tribunal de la jurisdicción competente en el Condado de San Francisco, California.

He leído cuidadosamente este Acuerdo del Participante y entiendo sus términos, por lo que lo firmo voluntariamente. Todas las preguntas que tenía respecto al Programa fueron respondidas a mi satisfacción.

Se me ha asesorado consultar con un abogado de mi elección si tengo preguntas respecto a la traducción de este Acuerdo del Participante. Entiendo y en caso de cualquier problema con respecto a la traducción, prevalecerá la versión en inglés de este Acuerdo del Participante.

Nombre del Participante _____
Nombre con letra de molde

Firma del padre o tutor _____ Nombre con letra de molde _____ / ____ / ____
 (por el Participante menor)

_____/_____/_____
Firma del Participante adulto (si tiene 18 años de edad o más) Fecha

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REQUIRED CLOTHING AND EQUIPMENT

This list (also available in Spanish) is for all Headlands Institute participants. While going through the list, keep in mind the number of days you will be at our campus. ***Check off item once it's packed.***

REQUIRED FOR HIKING DAY

- ___ Lunch from home **on the first day only.**
- ___ Day pack — large enough for lunch, jacket, rain gear, journal and water bottle.
- ___ Water Bottle — unbreakable, leak-proof one quart (or more) plastic bottle without a straw. Drinking water bottles (e.g. Calistoga, Evian, etc.) are fine.
- ___ Rain gear — complete rain jacket and pants or poncho (coated nylon is best).
- ___ Sunscreen — SPF 30 or higher.
- ___ Chapstick / lip balm with SPF.
- ___ Hats — 1 for sun protection, 1 for warmth.
- ___ Handkerchief — to be used as a lunch place mat.
- ___ Foot gear — sturdy, ankle supporting and preferably waterproof for hiking.
- ___ Jacket — stuffable nylon or thick fleece is a good choice.
- ___ Pen or pencil.
- ___ Personal medications, as needed (coordinate with teacher).

REQUIRED FOR OVERNIGHT (after 4p.m.)

- ___ Foot gear — in addition to the hiking pair, bring a comfortable pair to wear on campus.
- ___ Warm sleeping bag and pillow (sheets and thick blankets are fine).
- ___ Long pants — bring at least one extra pair.
- ___ Shirts — extra as needed, long sleeve are best to accommodate the changes in weather.
- ___ Warm layers.
- ___ Socks and underwear— one pair per day plus one extra (a few thick hiking socks if possible).
- ___ Pajamas or equivalent (sweats, etc.).
- ___ Toiletries — comb or brush, toothbrush, toothpaste, soap, shampoo, etc.
- ___ Bath towel and washcloth.
- ___ Sandals to wear in the shower.
- ___ Personal medications, as needed (coordinate with teacher).

OPTIONAL

- ___ A twin-size fitted sheet (**highly recommended**).
- ___ Gloves or mittens — one pair.
- ___ Sunglasses.
- ___ Camera.
- ___ Alarm clock (**adults only**).
- ___ Flash light (**adults only**).

DO NOT BRING

- Candy, sodas or extra food of any kind (except for lunch on the first day).
- Electrical or battery powered equipment (video games, CD players, iPods, etc.)
- Spray deodorant or perfume

LISTA DE ROPA Y EQUIPAJE REQUERIDO

Esta lista es para todos los participantes de Headlands Institute. Mientras que leen la lista, recuerden cuantos días estarán en nuestro campamento. **Marque** cuando esté empacado.

REQUERIDO PARA EL DÍA DE CAMINATA

- ☐ Almuerzo de casa **para el primer día no más**
- ☐ Mochila — suficientemente grande para el almuerzo, chaqueta, ropa de lluvia y botella de agua.
- ☐ Botella de agua — que no se rompa, que no se derrame, un cuarto (o más) botella plástica sin pitillo. Botellas de agua de tomar (por ejemplo Calistoga, Evian, etc.) será suficiente.
- ☐ Ropa de lluvia — una chaqueta y pantalones impermeables o un poncho (cubrida de nilón es la mejor)
- ☐ Bloqueador de sol — con protección de 30 spf o más.
- ☐ Bloqueador de sol para los labios, el preferido
- ☐ Gorras — 1 para sol, 1 para calor moderado
- ☐ Pañuelo — para ser usado para juegos o como mantel para el almuerzo
- ☐ Zapatos — fuertes, con soporte de tobillo y preferiblemente impermeables para la caminata
- ☐ Chaqueta — de nilón o de fleece grueso es una buena opción.
- ☐ Lápiz o bolígrafo.
- ☐ Medicamento personal si es necesario (por favor coordinar con el profesor)

REQUERIDO PARA QUEDARSE DE NOCHE (después de las 4 PM)

- ☐ Zapatos adicionales — en adición a los de la caminata, traiga otro par de zapatos como dos para cuando estén en el campamento
- ☐ Un saco de dormir caliente y una almohada (sábanas y una cobija gruesa será suficiente)
- ☐ Pantalones — mínimo un par extra
- ☐ Camisetas — unas extras necesarias, de manga larga son las mejores para acomodarse a los cambios de clima (tenga en cuenta el número de días que se quedará)
- ☐ Súeter para debajo de chaqueta por la noche — fleece o súeter de lana es lo mejor
- ☐ Medias — un par por día más uno extra (unos pares gruesos si es posible.)
- ☐ Pijama o algo igual — (sudadera etc.)
- ☐ Cosas de baño — cepillo, peine, cepillo de dientes, jabón, champú, etc.
- ☐ Toallas -una para el baño y otra para limpiarse
- ☐ Sandalias para usar en el baño o la ducha
- ☐ Medicamento personal si es necesario

OPCIONAL

- ☐ Sábana ajustada, tamaño “twin” (**recomendado**)
- ☐ Lentes de sol
- ☐ Guantes o mitones — un par
- ☐ Cámara
- ☐ Despertador (**adultos**)
- ☐ Linterna (**adultos**)

POR FAVOR NO TRAER

- Dulce, caramelos, gaseosas o comida extra.
- Electrónicos de baterías, CD's portátiles, videojuegos, etc.
- Perfume

STUDENT RESPONSIBILITIES



The Headlands Institute is a unique and exciting community of people with diverse backgrounds. While you are here, please join us in:

- Being open minded and accepting of people's differences and respecting their ideas and attitudes.
- Respecting and caring for your surroundings and the Earth.
- Encouraging learning and creativity in a safe, honest and healthy environment.

Headlands Institute Rules:

1. Respect all others, the environment, and yourself.
2. You are responsible for keeping yourself and others safe.
3. Always be with an adult.
4. All school rules apply at Headlands Institute.

Trail Rules:

Respect all students, chaperones, and staff members. Do not use put-downs, name calling, or hurt other people's feelings.

1. Be respectful of wildlife. Be quiet when wildlife is near and never chase animals.
2. Stay on trails behind your leader and obey all signs.
3. No eating plants.
4. Do not throw rocks, sticks, or other objects.
5. No tree climbing.
6. At the beach, keep your shoes on, do not play wave tag or get wet, and stay away from the teeter-totters made out of logs.

Free Time and Cabin Rules:

Respect all students, chaperones, and staff members. Do not use put-downs, name calling, or hurt other people's feelings.

1. Respect other people's belongings, bunks, and cabin space by not touching other people's things.
2. Use appropriate language.
3. If you have a disagreement with someone, see an adult for help.
4. Keep the dorm clean, especially your area.
5. Do not jump from bed to bed, pillow fight, rough house, or play fight in the dorms.
6. Always be with an adult from your school.

STUDENT RESPONSIBILITIES (continued)

Consequences:

If a Headlands Institute field science educator, chaperone, or a classroom teacher determines that a student has broken a rule, the following steps will be taken:

Warning: The student is given a yellow card. The student will have a short discussion with the adult giving the warning, the reason for the warning is written on the yellow card, and the warning is noted in the Campus Discipline Binder.

Step 1: A behavior contract will be made by the student in the Campus Discipline Binder. The student, field science educator, and head teacher of the school will all sign the contract.

Step 2: Another contract will be made by the student in the Campus Discipline Binder. The student's parents will be called.

Step 3: The student will be sent home from their Headlands Institute experience.

The following behaviors will result in a student being moved directly to step 1, 2 or 3:

- Fighting
- Verbal harassment of any kind
- Vandalism of property or the environment
- Behavior that puts the student or others in danger

I have read and understand the Student Responsibilities written above and agree to follow the rules when I am at Headlands Institute. I understand what the consequences will be if I chose not to follow these rules.

Student Signature: _____ Date: _____

Sample Parent Letter

Teachers/Principals - use the ideas here to help you craft your own personal letter. Explain why you have chosen to attend the Headlands Institute Program, who will be supervising students and how you plan to raise funds to cover tuition costs.

Dear Parents **[Can be general or personal - Personal if possible is best!]**:

In conjunction with Headlands Institute, we have developed a program of hands-on scientific exploration in the Golden Gate National Recreation Area. We believe this **overnight** experience will be a safe, fun and exciting addition to your child's regular academic program at school. We are planning this **[____?-day]** program for **[add program dates]**.

Founded in 1977, Headlands Institute is a private non-profit organization dedicated to teaching science and environmental education in nature's classroom to inspire a personal connection to the natural world and responsible actions to sustain it. The Headlands Institute is part of a larger organization, NatureBridge, and has sister campuses in Olympic National Park, Yosemite National Park, and the Santa Monica Mountains. The Headlands Institute offers field science programs for K-12th grade, conference and retreat facilities, a summer day camp, and a year-long internship program for high school youth.

The Headlands Institute's science programs are facilitated by an experienced, professional faculty. Each instructor is also trained in wilderness first aid and CPR. Small group instruction encourages an understanding of the basic principles of ecology through intimate association with the natural environment. The goal of any Headlands Institute program is to broaden the student's awareness of the natural world and his/her relationship to it. We think this is an exceptional educational opportunity.

The cost per student is \$**[add estimated cost/student]**. This covers transportation, tuition, room and board. Please make checks payable to **[add payment instructions]**. (Do not send payments to the Headlands Institute.)

We want 100% participation from our students! If you feel the cost may be burdensome, please contact us right away. Some parents may wish to contribute additional tax deductible dollars other than their own child's fees so that we may offer assistance to those unable to afford the entire program costs. Please contact us if you wish to make a contribution. We are also planning to raise program funds and lower student costs by **[add fundraising ideas/plans]**. We ask parents to encourage students to earn part or all of the expenses involved.

Please complete the enclosed *Registration Form* (both sides!) and *Student Responsibilities sheet* (to be completed with your child) and return both to **[add return instructions]** by **[add date form must be returned by]**. These forms are **required** for your child to attend this program.

The Headlands Institute campus is located in the Marin Headlands just north of San Francisco. It includes a dining hall, science laboratories, play/recreation areas and overnight

dormitory facilities. Each dormitory has its own bathroom and shower area to be shared by students and adults. Participating adults were chosen **[explain how your participating adults were chosen]**, and will be responsible for all supervision of our students during the program.

The weather in the Marin Headlands is unpredictable and can be anything from hot sunshine to fog or cold, windy rain at any time of the year. The enclosed required clothing list is self-explanatory and should be closely adhered to as most activities will take place outdoors. With the exception of lunch from home on the first day or any pre-arranged special dietary needs, additional food items are not allowed and should be left at home. Also, students cannot bring any electronic equipment of any kind (radios, games, cell phones, etc.).

Should a medical emergency arise, students in most cases will be taken to Marin General Hospital and will be accompanied by at least one participating adult from our group. You will be contacted immediately if such an emergency arises. The Headlands Institute's office hours are from 8:30am - 5:00pm. After 5:00pm, voice mail messages can be left for students with the Field Science Operations Manager at (415) 332-5771, ext. 24. For **EMERGENCIES ONLY**, the Headlands Institute's Campus Coordinator can be paged during non-office hours at (415) 679-8458.

If you have any questions about our upcoming Headlands Institute program, please contact me at **[add contact info]**. We're looking forward to having **[add student's name]** join us!

Sincerely,
[Sign and add Title/Position]

Carta de ejemplo para los padres

Profesores/Directores – usen las ideas de aquí para ayudarles a crear su propia carta personal. Explique porque usted escujo ir a Headlands Institute Program, quién supervisará a los estudiantes y como planeará conseguir fondos para cubrir el costo.

Queridos Padres: *(puede ser general o personal – Personal es mejor)*

Juntos con Headlands Institute, nosotros hemos planeado un programa de exploración científica en The Golden Gate National Recreation Area. Nosotros creemos que ésta experiencia, con quedada de noche, será una adición segura, divertida y genial para el programa académico de la escuela de su hijo(a). Estamos planeando este programa para los días *(añadan las fechas aquí)*.

Los programas de ciencias de Headlands Institute son dirigidos por una facultad profesional con mucha experiencia. Cada instructor está entrenado en primeros auxilios de naturaleza y CPR. Instrucción en grupos pequeños anima una comprensión para los estudiantes de las bases principales de ecología por la asociación íntima con el ambiente natural. La meta de todos los programas de Headlands Institute es para aumentar la sabiduría de los estudiantes acerca del mundo natural y su propia relación con el. Nosotros pensamos que ésta es una oportunidad educativa excépcional.

El costo por estudiante es \$ *(añada el costo por estudiante)*. Esto incluye el transporte, el cuarto, el costo del programa y la comida. Por favor hagan los cheques a nombre de *(añadan las instrucciones para pagar)*. (Por favor no manden el pago a Headlands Institute.)

Queremos una participación del 100% de nuestros estudiantes. Si sienten que el costo es mucho, por favor contactenos inmediatamente. Algunos padres desean contribuir unos dolares que son deducidos de los impuestos más el costo de su hijo(a) para así ofrecer asistencia financiera para otros los que no puedan pagar el costo entero. Por favor contactenos si desea contribuir. También estamos planeando aumentar los fondos y bajar el costo por estudiante haciendo *(añada la idea para coleccionar dinero)*. Le pedimos a los padres que aminen a los estudiantes para que se ganen una parte o todo el costo del viaje.

Por favor completen la registración (*Registration form*) los dos lados y el contrato de estudiante (*llenarlo con su hijo(a)*) y devolverlos a *(añada las instrucciones para devolverlos)* en *(añada la fecha cuando deben ser devueltos)*. Estos formularios son necesarios para que su hijo(a) participe en el programa.

El campamento en el que su hijo(a) se quedará está localizado en Marin Headlands y es parte del Golden Gate National Recreation Area. Incluye una cafetería, un laboratorio de ciencias, una area de jugar/diversiones y dormitorios para la noche. Cada dormitorio tiene su propio baño y ducha para ser compartidos por los estudiantes y los adultos. Hombres y mujeres siempre están en dormitorios separados. Los adultos que participan en el programa fueron escogidos *(explicar como fueron escogidos los adultos que participan)*, y serán responsables por toda la vigilancia de nuestros estudiantes durante el programa.

El clima en Marin Headlands es imprevisible y puede a cualquier hora ir de caliente con sol a neblina o lluvia con viento y frio. La lista de ropa es fácil de seguir y debe ser seguida al punto porque la mayoría de las actividades son afuera. Con la exepcción del almuerzo que traen de la casa el primer día o alguna dieta especial que sea arreglada antes de venir, comida

adicional o de casa no se puede traer al campamento. Tambien, los estudiantes no pueden traer ningún tipo de electrónico como radios, juegos, teléfonos celulares, etc.)

Si una emergencia medica se presenta, en la mayoría de los casos los estudiantes serán llevados a Marin General Hospital y serán acompañados por un adulto del grupo. Usted será contactado inmediatamente si una emergencia ocurre. Las horas de oficina de Headlands Institute son de 8:30 am – 5:00 pm. Despues de las 5:00 pm, pueden dejar un mensaje para los estudiantes con su director de oficina al (415) 332-5771, extensión 24. Para **EMERGENCIAS UNICAMENTE**, el coordinador de Headlands Institute puede ser contactado durante las horas despues del trabajo al (415) 679-8458.

Si tienen cualquier pregunta sobre el próximo programa de Headlands Intitute, por favor llamenme al *(escriba el número de contancto)*. Estamos esperando tener a *(nombre del estudiante)* en el campamento.

Sinceramente,

(firme y añada su titulo)