

PLANNING MATERIALS

CHECKLIST: TO HELP YOU PLAN AND ORGANIZE

AN OLYMPIC PARK INSTITUTE PROGRAM

A successful Field Science Program begins well in advance of your arrival at Olympic Park Institute. This checklist and other information provided in the Workbook will help you prepare your students and chaperones. Throughout the planning process, please don't hesitate to contact the Program Manager if you have questions or if there are changes to your schedule or number of participants.



FIRST

LOGISTICS

- ☐ **Read this PLANNING WORKBOOK** and identify the steps you need to take in order to make your program happen. Each group tends to prep for their program uniquely, but the Planning Workbook should give you a good template.
- ☐ **Arrange a meeting with students, parents, and faculty** to present Field Science and its benefits. Edit our **SAMPLE LETTER TO PARENTS** to fit your needs and reflect the date, time, and location of your informational meeting. We suggest asking parents to come with some portion of the payment. Olympic Park Institute can often arrange for a member of our Education Team to make a presentation at your school.
At this meeting be prepared to:
 - ☐ *Introduce the program* as a unique, hands-on, science-based experience for the students. Explain that students will be learning in the field with Olympic Park Institute Educators who hold undergraduate degrees and wilderness medical certifications.
 - ☐ *Show an Olympic Park Institute video* <http://www.naturebridge.org/olympic-park/multimedia>
 - ☐ *Identify how the program will benefit students* with an opportunity to study in the field using Olympic National Park as a classroom. Our interdisciplinary curriculum focuses on inquiry-based science and cooperative learning.
 - ☐ *Ask for the support of parents to help organize the trip.* Parents can be involved with book-keeping, fundraising, transportation, and serve as chaperones at Olympic Park Institute.
 - ☐ *Discuss the costs, fundraising ideas, and method of payment.* You might propose an installment plan for families unable to pay in one large sum. Collect a deposit from parents that evening. Olympic Park Institute has scholarship funds available to offset costs for qualifying schools.
- ☐ **Reserve your transportation.** Methods most commonly used include carpooling, school buses, charter service, and rental vehicles. Information on transportation is included in the Reference section of this workbook. Groups that will need to fly to the Northwest should begin looking at flight options as soon as possible.

CURRICULUM

- ☐ Determine how you can integrate your experience at Olympic Park Institute into your curriculum plans and objectives for the year. Discuss the program with your colleagues to generate questions for the Program Manager. *The PLANNING and REFERENCE sections contain information about our Curriculum Tracks, species lists, and other environmental education resources.*
- ☐ **Contact the Program Manager (360) 928-3720 x15 if you are interested in scheduling a classroom visit by Olympic Park Institute Educators prior to or after your Field Science Program.**

FINANCES

- ☐ **Develop a fundraising plan.** Check out the fundraising information in the Finances section.
- ☐ **Complete and submit the APPLICATION FOR OLYMPIC PARK INSTITUTE SCHOLARSHIP** as soon as possible in order to maximize the potential funds for your group.



NEXT

LOGISTICS

Prepare your students with respect to:

- ☐ *Academic readiness.* Use the BIBLIOGRAPHY and VOCABULARY AND SPECIES LIST and PRE-TRIP CURRICULUM IDEAS to prepare students within the context of your curriculum.
- ☐ *Physical readiness.* Ensure that students and chaperones can walk up to three miles a day.
- ☐ *Participation and behavior expectations.* Emphasize cooperation and respect for others and themselves, referring to the STUDENT CONTRACT and CAMPUS GUIDELINES AND EXPECTATIONS.
- ☐ *Personal readiness.* Stress to parents and students the importance of packing according to the CLOTHING AND EQUIPMENT LIST so that students are prepared to learn in the field.
- ☐ **Send out REGISTRATION/MEDICAL RELEASE FORM** to students and chaperones and collect them four weeks prior to the program. (STUDENTS AND ADULTS CANNOT PARTICIPATE IN AN Olympic Park Institute PROGRAM WITHOUT THE REQUIRED SIGNATURES ON THIS FORMS)
- ☐ **Select your chaperones CAREFULLY.** Review "REGARDING CHAPERONES" in the **PLANNING OVERVIEW** section. Ask yourself: Are they good models for the students? Are they positive and upbeat? If they are parents of someone in the class, will they put the group's needs ahead of those of their child? Are they in reasonably good physical condition? Do they feel comfortable being in charge of students? Will they discipline any child in a positive, caring fashion?

FINANCES

- ☐ **Execute your fundraising plan** with your students, emphasizing group cooperation in the fundraising efforts. Carrying out a fundraising effort increases student and parent investment in the program. Some ideas are listed in the FINANCES section.



1 TO 2 MONTHS IN ADVANCE

LOGISTICS

- ☐ **Finalize and double-check your transportation** to and from Olympic Park Institute.

Meet with all chaperones and discuss:

- ☐ *Program logistics and chaperone responsibilities* using the PROGRAM OVERVIEW FOR CHAPERONES section and CAMPUS GUIDELINES AND EXPECTATIONS informational sheet.
- ☐ *Plan for recreation time.* Use the RECREATION TIME PLANNER to schedule your chaperones for recreation supervision and off-duty times.
- ☐ Be sure to collect REGISTRATION FORMS from all adult participants. (Teachers too!)

CURRICULUM

- ☐ The **PLANNING QUESTIONNAIRE** needs to be emailed, faxed, or mailed to the Program Manager four weeks prior to your group's arrival. This should be followed by a call to the Program Manager to arrange the conversation where we put the final touches on the group's schedule and solidify the details of the group's curriculum.

FINANCES

- ☐ **Collect funds and send the balance due to Olympic Park Institute** 30 days prior to your start date.



ONE MONTH IN ADVANCE

LOGISTICS

- ☐ **Make copies of and discuss CAMPUS GUIDELINES AND EXPECTATIONS and the STUDENT CONTRACT** with your students.

Complete, copy, and return the following documents, to be received at Olympic Park Institute *three weeks in advance* of your program. Keep a copy for use by you and your chaperones.

- ☐ HIKING GROUPS (INCLUDING DIETARY AND MEDICAL ALERTS)
- ☐ CABIN ROSTER
- ☐ STUDENT ACCIDENT INSURANCE and check (optional)
- ☐ **Make a duplicate set of all completed REGISTRATION/MEDICAL RELEASE FORMS (for both students and adults).** Upon arrival, you will keep a set for yourself and give the other to the Educational Manager before your program begins. The Olympic Park Institute copies will be kept accessible in case of emergency.



Arrival day

LOGISTICS

- ☐ **Double check that each driver has a map, clear directions, and Olympic Park Institute's phone number,** as well as accurate information about any planned stops along the way.

Check that each student has:

- ☐ A **sack lunch** for the first day only.
- ☐ A **daypack** filled with raingear, leak-proof water bottle, pencil, journal (optional), hat, gloves, a warm layer, and lunch. ***It should be packed separately from personal overnight gear and ready to take on the trail. Olympic Park Institute does have extra ponchos and fleece jackets.***

If possible please call (800.775.3720) when you reach Sequim. This will help us be better prepared for your arrival on campus.

Olympic Park Institute staff will greet you upon arrival and provide direction for unloading luggage and moving into cabins. Pre-arrange your arrival so that you can take a few moments to meet with the Program Manager. At this time you can give the Program Manager copies of the REGISTRATION FORMS and STUDENT CONTRACTS. Following the unloading of baggage, all participants will meet for an orientation, move into their cabins, be divided into instructional groups, and head out into the field. For groups arriving in the evening, the Program Manager will give you detailed information as to the specifics of your arrival.

Need help? Call our Program Manager at 800.775.3720 x15