



Exploring New Horizons Outdoor Schools

"Inspiring, empowering and transforming children's lives through outdoor education."

www.exploringnewhorizons.org

ENH at Sempervirens:

831.252.7868

Dear Parents/Guardians of students serving as cabin leaders,

Exploring New Horizons (ENH) empowers students, builds environmental literacy, and strengthens school communities through residential environmental education programs. Our knowledgeable and experienced naturalists engage over 7,000 greater San Francisco Bay Area students annually in hands-on learning in a variety of ecosystems, taking a whole child approach focused on social emotional learning, ecology, environmental stewardship, conservation, health, and the arts. Founded as a non-profit in 1979, ENH partners with over 100 Northern California schools and in our 40-year history we have served over 200,000 students.

An extremely important role in our outdoor school program is filled by high school students who volunteer a week of their time to serve as cabin leaders for the younger students. Cabin leaders are responsible for the care and well being of 7-12 students on a 24-hour-a-day basis for the entire week. Cabin leaders, along with ENH staff naturalists and classroom teachers, accompany their students on nature hikes and assist in the learning process. Additionally, cabin leaders supervise the students during non instructional parts of the day, such as recreation, cabin time, and bedtime. The position of cabin leader is not easy to fill and it demands a great deal of responsibility, competence, and commitment.

Your son or daughter may be selected by the Exploring New Horizons staff to serve as a cabin leader for the outdoor school. The cabin leaders' job is challenging, requiring lots of patience and tolerance, a cheerful disposition and a consistently positive outlook. The cabin leaders will spend many hours each day with their students and will have very little time to themselves. Despite the difficulties, or perhaps because of them, the cabin leaders and their "children" develop very strong bonds. Friendships started at the outdoor school often last a lifetime.

There is no cost to the cabin leaders for their stay at the outdoor school. Cabin leaders will receive transportation to and from the outdoor school, room and board during their stay, as well as accident and health insurance while they are on site. High school students also receive full credit for their week at the outdoor school, but they are responsible for any assignments that they might miss while they are away. They should check with all of their teachers prior to attending the outdoor school.

The outdoor school program is an extension of the classroom for both the cabin leaders and the younger students. We often will hear cabin leaders stating that they have learned more about the environment than the students did. Perhaps even more important are the lessons that they've learned about themselves!

Thank you for allowing your son or daughter to serve as one of our outdoor school cabin leaders. The learning and growing potential of the outdoor school program is greatly enhanced by the involvement of the high school students, and the program would be next to impossible without their invaluable participation.

If you have any questions regarding the outdoor school program and/or the cabin leader position, please feel free to contact the director at the outdoor school site that your child is attending.

Sincerely,

Danny "Dingo" Beutler
Program Director
Exploring New Horizons Outdoor Schools at Sempervirens
www.exploringnewhorizons.org



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CABIN LEADER APPLICATION

Name _____ Email _____

Cell Phone _____ Grade _____ School _____

Address _____ Zip _____

Have you: Attended an ENH program as a student? _____ Attended an ENH program as a cabin leader? _____

Elementary school you attended _____

Please feel free to attach pages if you wish.

1. Why do you want to be an outdoor school cabin leader?

2. How will you be an effective role model for the students you supervise?

3. Please list your experience working with young people.

4. What do you enjoy doing in your leisure time?

5. Please indicate your experiences and interests in the outdoors.

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? Yes No

If "yes", please state the nature of the crime(s), when and where convicted and disposition of the case. (A conviction record will not necessarily be cause of disqualification. Please list the nature of the offense, the date of the offense, and surrounding circumstances and the relevance of the offense to the position applying for: _____)

_ If you are a high school **GIRL**, and if necessary, would you be willing to be a cabin leader for a boys cabin if we do not have enough high school boys as counselors? Yes No

***ENH requires all cabin leaders to be fully vaccinated for COVID-19. Will you be fully vaccinated when attending program?**
Yes No

Parents/Guardians:

I understand that my child is applying as an outdoor education cabin leader. My child has the maturity and ability to supervise children in the fifth and sixth grade. I understand that if selected, my child will miss school for a period of four or five days.

Parent/Guardian signature Date Thank you. You will be receiving more information. If you have questions, please contact the classroom teacher with the participating elementary school or the ENH Sempervirens office at (831).252.7868

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CABIN LEADER MEDICAL HISTORY & AUTHORIZATION FORM

Grade: _____ Age: _____ Gender: _____

Name: _____ School: _____ Phone: () _____ E-Mail (please write

clearly): Birth Date: // Home Address:

Street City State Zip

Parent #1 Name: Work phone: () Cell Phone: ()

If parents cannot be reached in an emergency, please contact:

Name: _____ Relationship to student: _____

Home phone: () _____ Work phone: () _____ Cell phone: () _____

The following information is required to ensure that your child's individual needs are met while attending outdoor school. This information is confidential and will be made available only to those people who are directly responsible for your child's well-being. In the event of an emergency, every effort will be made to contact the parents or designated individual. For your child's safety, no child will be allowed to attend without a completed and signed Consent Medical Authorization (see below).

Family Physician: Phone () _____

Insurance Carrier: Policy # _____

Date of Last Physical Exam: // Phone () _____

Please check the appropriate boxes below and fill out ANY information that the outdoor school staff should be aware of concerning your child.

- Asthma
 - Seizures
 - Diabetes
 - Headaches Hypoglycemia Hyperactivity Allergies
 - ___ Pollen/grass
 - ___ Dust/mold
 - ___ Foods
 - ___ Insect bites
 - ADD/ADHD Bedwetting
 - Sleepwalking Sleep talking Recent injuries Other _____
- Please explain any medical, physical or emotional condition/reaction or other

List any dietary restrictions/allergies and the reactions your child has (e.g., food allergies, lactose intolerance, vegetarian, etc.) *Note: If your child requires specialized care or diet, please contact us as soon as possible so that we can make arrangements:* _____

problem(s) that we need to be aware of during program, including any boxes checked: _____

I authorize the following medications to be administered as needed: Date of last tetanus shot _____

Neosporin YES NO Calamine Lotion YES NO

Ibuprofen YES NO Tylenol YES NO // Exploring New Horizons has my permission to use images of my child for educational and promotional purposes

only: YES NO

Benadryl YES NO Tums YES NO

List ALL medications (including prescription medications, vitamins, and over the counter medications) your child will bring and instructions for administering. Please send the medication in ORIGINAL containers. Attach additional paper if necessary.

Medication	Dosage and Time	As needed or daily?
1.		
2.		
3.		

I wish to add my name to the Exploring New Horizons mailing list to receive information about related events: YES NO

Note: Students who attend the outdoor school as cabin leaders are responsible for making up all missed school work.

THANK YOU FOR YOUR SUPPORT OF THE ENVIRONMENTAL EDUCATION PROGRAM.

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CABIN LEADER RESPONSIBILITY CONTRACT

The primary responsibility of an Exploring New Horizons Outdoor Schools cabin leader is the emotional well-being and safety of the children in her or his care. The following contract clarifies the responsibilities of the cabin leader to ensure that children have a safe, positive experience.

Please initial the following statements and sign the document in the appropriate place.

I must ensure that I guide the children in my care fairly and consistently. I will take care to treat them with respect.

I will remain with the children unless it is my specified time off. I will report all injuries, illnesses, and potentially dangerous situations. _____

Because the children are easily influenced, I will protect them from foul language and inappropriate or frightening stories and activities. No uncomplimentary remarks about race, gender, religion, sex or sexual orientation will be tolerated in my cabin group. _____

I agree that while at the outdoor school I will not use tobacco products, alcohol, or illegal drugs. _____

I understand that for my own protection, I should never touch a child inappropriately and I agree to never hit or mishandle a child. _____

I will not allow any student to enter a cabin or village that she or he is not assigned to, nor encourage or lead cabin raids. _____

If I have any difficulty, I understand the outdoor school staff is available to help me and it is my responsibility to ask for help when it is needed. _____

I will not exchange contact information with any students (Facebook, email, phone number, Twitter, Instagram, etc.).

I will not feed any student any food/candy/gum that is not an official menu item from the program. I understand students have allergies and health concerns that can be effected by diet. _____

I understand that I must follow all of the rules of Exploring New Horizons Outdoor Schools. I understand that any infraction of the above statements can result in my immediate dismissal. _____

I have read and agree to the responsibilities listed above.

Print your full name Sign your full name Date Parent/guardian's full name Parent/guardian's

signature

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CABIN LEADER PACKING LIST and INFORMATION

This is a packing list almost exactly like the one that the students receive. It is very important that you follow the list closely. You are the one who will be responsible for the students when the weather turns wet or cold. It will be difficult for you to maintain a positive outlook if you yourself are cold, wet and somewhat unhappy. If you do not have all of the needed equipment, please try to borrow it from friends, neighbors, etc.

Cabin leaders who are well prepared for all types of weather will be the most comfortable, the most effective, and best able to enjoy their experience at the outdoor school. Clothing that is comfortable, warm and functional is important. Please limit your luggage to one sleeping bag, pillow, and either a suitcase or duffel bag. Most importantly, be sure to LABEL EVERYTHING.

Cell Phone Policy- Cabin leaders may bring their cell phones, however they will be collected by the outdoor school staff and kept in the office during the week. Cell phones may only be used during the counselor's time off. Please understand that cell reception is limited, so most phones will not get service. If you choose to bring your phone, Exploring New Horizons and its staff will not be held responsible for lost, stolen, or damaged phones.

ESSENTIAL EQUIPMENT OPTIONAL EQUIPMENT DO NOT PACK

sleeping bag & pillow	phone for time)	lip balm	Bandana/Napkin
fitted twin sized sheet	bathing suit (for showers)	Sunscreen	money for t-shirt/sweatshirt
warm jacket	1 pair sturdy hiking shoes	2 plastic garbage bags	Food, candy or gum
WATERPROOF raingear	1 pair old worn shoes 1	shower sandals	Hair spray
3 warm sweaters or	back pack	DISPOSABLE camera	knife
sweatshirts	Re-usable water bottle	Gloves	matches
warm sleepwear	flashlight or headlamp (new	Sunglasses	make-up or cologne money
2 long sleeved shirts	batteries)	letter writing supplies	radio
7 pairs underwear and socks	washcloth, towel, soap	reading materials	iPod, Tablets, drones
4 t-shirts	toothbrush &toothpaste	rubber boots (wet weather)	electronic games
3 pairs long pants	shampoo & conditioner	Barnyard Boogie Costume (no	video camera
warm hat	hairbrush/comb	feather boas or masks) Cloth	clothes that show your
baseball cap (for sun)			midriff
wrist watch (can't use cell			shirts that are low-cut or
			have spaghetti straps
			Curling/straightening iron(fire

hazards)

Aerosol Sprays

ANYTHING VALUABLE

BRING A BAG LUNCH FOR THE FIRST DAY.

Please do not bring anything that would upset you if it got lost, broken, or dirty, or that you would not want students to get their hands on. They are very curious about most things, and particularly those things that belong to an older person.

CABIN LEADER-TYPE THINGS THAT YOU COULD BRING: Favorite stories to read at bedtime (not scary), lots of food for time-off (not to be kept in cabin), a well-rested body full of energy, a desire for lots of hard work, and a positive caring attitude.

THANK YOU IN ADVANCE FOR ALL YOUR HARD WORK, ENTHUSIASM AND ENERGY! WE LOOK FORWARD TO SEEING YOU AT THE OUTDOOR SCHOOL!!