



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

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

Name: _____ School: _____ Phone: (____) _____ Grade: _____ Age: _____

E-Mail (please write clearly): _____ Birth Date: ____/____/____ Gender: _____

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

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: _____

I authorize the following medications to be administered as needed:

Neosporin	<input type="checkbox"/> YES <input type="checkbox"/> NO	Calamine Lotion	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date of last tetanus shot ____/____/____
Ibuprofen	<input type="checkbox"/> YES <input type="checkbox"/> NO	Tylenol	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Benadryl	<input type="checkbox"/> YES <input type="checkbox"/> NO	Tums	<input type="checkbox"/> YES <input type="checkbox"/> 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

The health history is correct, so far as I know, and the person herein has permission to engage in all prescribed program activities. I give permission to the physician selected by Exploring New Horizons to secure all proper and required treatment for the individual listed. My child is in good health and I accept all financial responsibility for my child's attendance. All expenses not covered by Exploring New Horizons Insurance Policy shall be paid by the parent or guardian (pre-existing conditions are not covered; e.g. asthma). I recognize that my child must follow safety instructions, remain in areas designated by staff and refrain from behavior that is harmful to oneself or others. Failure to adhere to program policies may cause for your child's dismissal from program.

In the event that a decision is made that a student should be sent home from disciplinary reasons, homesickness or for a violation of the outdoor school rules, there will be no refund of fees and it will be the responsibility of the parents to arrange transportation home.

Signature of Parent/Guardian _____

Date _____

Signature of Applicant _____



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CABIN LEADER TEACHER PERMISSION FORM

I, _____, have applied for the position of cabin leader with Exploring New Horizons Outdoor Schools (ENH). ENH is a non-profit that empowers students, builds environmental literacy, and strengthens school communities through residential environmental education programs. An extremely important role in the program is filled by high school students who volunteer as cabin leaders. Acting as role models, cabin leaders are responsible for the care and wellbeing of 7-12 5th or 6th grade students on a 24-hour-a-day basis, ensuring students are working together as a team and getting to meals and hikes prepared and on time. Cabin leaders gain valuable leadership and communication skills, community service credit, and references for college or job applications. **In order to serve as a cabin leader I must have approval from all my teachers, a school administrator, and the attendance office.**

Teachers or administrators, please sign your name below indicating your agreement that serving as a cabin leader for a week would be a good opportunity for me. I understand that you may withdraw your permission at any time should my grades or citizenship drop to an unsatisfactory level. "I support the above-named student to be a cabin leader for outdoor school. I understand that if this student is chosen he/she will be absent for a full week of classes and will have to make up all missed work."

Students, please print the class and teacher's name. You must also get signatures from the attendance office as well as a school administrator.

CLASS/POSITION	TEACHER/ADMINISTRATOR	SIGNATURE

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

sleeping bag & pillow
fitted twin sized sheet
warm jacket
WATERPROOF raingear
3 warm sweaters or sweatshirts
warm sleepwear
2 long sleeved shirts
7 pairs underwear and socks
4 t-shirts
3 pairs long pants

warm hat
baseball cap (for sun)
wrist watch (can't use cell phone for time)

bathing suit (for showers)

1 pair sturdy hiking shoes
1 pair old worn shoes
1 back pack

Re-usable water bottle
flashlight or headlamp (new batteries)
washcloth, towel, soap
toothbrush & toothpaste

shampoo & conditioner
hairbrush/comb

lip balm
Sunscreen
2 plastic garbage bags

OPTIONAL EQUIPMENT

shower sandals

DISPOSABLE camera
Gloves
Sunglasses

letter writing supplies
reading materials

rubber boots (wet weather)
Barnyard Boogie Costume (**no feather boas or masks**) Cloth
Bandana/Napkin
money for t-shirt/sweatshirt

DO NOT PACK

Food, candy or gum
Hair spray
knife
matches
make-up or cologne money
radio
iPod, Tablets, drones
electronic games
video camera
clothes that show your midriff
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!!