



# EXPLORING NEW HORIZONS OUTDOOR SCHOOLS

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

[www.exploringnewhorizons.org](http://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 child 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 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 students 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 child 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 "Gnarwhal" Beutler  
Program Director  
Exploring New Horizons Outdoor Schools at Sempervirens  
[www.exploringnewhorizons.org](http://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?

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

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3. Please list your experience working with young people.

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

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

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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** 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 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 affected 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

\_\_\_\_\_  
Date



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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	1 pair sturdy hiking shoes
fitted twin sized sheet	1 pair old worn shoes
warm jacket	1 backpack
<b>WATERPROOF</b> raingear	Re-usable water bottle
3 warm sweaters or sweatshirts	flashlight or headlamp (new batteries)
<b>wrist watch</b> (can't use cell phone for time)	washcloth, towel, soap
warm sleepwear	toothbrush & toothpaste
2 long sleeved shirts	shampoo & conditioner
7 pairs underwear and socks	hairbrush/comb
4 t-shirts	lip balm
3 pairs long pants	Sunscreen
2 pairs shorts	shower sandals
warm hat	
baseball cap (for sun)	

### OPTIONAL EQUIPMENT

DISPOSABLE camera  
Gloves  
Sunglasses  
letter writing supplies  
reading materials  
rubber boots (wet weather)  
Barnyard Boogie Costume (**no feather boas or masks**) Cloth  
Bandana/Napkin

### 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 inappropriate for school  
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!!**