

**BETSY-JEFF PENN 4-H EDUCATIONAL CENTER
REIDSVILLE, NORTH CAROLINA**

SOARING THRU SPACES PROGRAM



PLANNING GUIDE

REVISED MARCH 2009

PART ONE: What ever you do, read this first!
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PART ONE:

Whatever you do, Read This First!!



IF YOU HAVE RECEIVED THIS PACKET, YOU HAVE MADE THE WISE DECISION TO BRING A GROUP TO BETSY-JEFF PENN'S SOARING THRU SPACES PROGRAM... SO WHAT'S NEXT?

1. **Secure your date** - In order to fully secure your dates, the **Session Scheduling Worksheet (blue worksheet included with this packet)** must be signed and returned, along with the deposit, within 30 days of the receipt of this planning guide. In case of cancellation, this deposit will be refunded in full, assuming we are notified of the cancellation at least 60 days prior to your scheduled trip.

2. **Notify parents & students** - The communication that is made with parents and/or guardians prior to your trip is essential to the success of your trip. **Parents need to be warned of any costs** that may be passed on to them. **Potential donors need to be sought** to cover the costs of any participants that can't afford the fees. **Parental Agreement & Consent Forms need to be signed. Transportation has to be arranged. Potential chaperons must be found.**

3. **Collect Forms** - In order for students to participate in our program, a completed copy of the **Parental Agreement & Consent Form must be brought to camp.** This allows students to be treated in an efficient manner should medical attention be needed.

4. **Finalize Details** - Look to the **Program Planning Form** to find the information that we will need to know in order to properly prepare for your visit. Consider the schedule, numbers of participants, evening programs, etc. and **mail or fax this form to the Education Director at least 2 weeks prior to your trip.** You can also reach the Program Director at (336) 349 – 9445 or by email at kyle_shillinglaw@ncsu.edu to discuss details, ask questions, etc.

5. **Come prepared** - Arrive at Penn with signed & completed **Parental Agreement & Consent Forms**, an **ES 237 Form** to be given to the Penn office for billing purposes, students already broken into **cabin groups** and **activity groups**, plenty of rest, and lots of smiles. We will meet you at the parking area and whisk you away to the cabins and orientation.

The following are sample schedules, designed to give you an idea of what will be happening, and when it might occur. They are merely samples, and can be changed to fit the specific needs and desires of your group.

- The schedule for an overnight visit is based on the group leaving school after morning bus routes are finished, and returning to school in time for students to take normal bus routes home on the last day. However, programming is available in the morning of the first day or the afternoon of the last day for slightly higher fees.

- The schedule for one-day trips is completely flexible, dependent on the group. Arrival can be as early as 8:30am and departure as late as 5:00pm.

- Environmental Education classes can be mixed into a Soaring Thru Spaces experience. Canoeing and/or the climbing wall may also be substituted for various parts of the program. Some schools prefer to do an evening program of their own, or even a talent show at night.

- See the Frequently Asked Questions section, or call the program director for more details about any of these options.

TENTATIVE TWO-DAY SCHEDULE

The First Day

10:45	Arrival - settle into cabins
11:25	Orientation - Steps at Rec Hall
12:00	Lunch - Dining Hall
1:00	Ground Initiatives & Teams Course
4:45	Break (Soccer Field or Cabin, Teacher/Chaperon Time)
5:15	Table Waiters to Dining Hall
5:30	Dinner - Dining Hall
6:45	Evening Program – (Teacher's Choice)
8:00	Campfires/Group Sharing Time
9:00	Meet at steps to dismiss to cabins or Store break

The Second Day

7:00	Rise and Shine/Pack Up
7:45	Flag Raising
8:00	Breakfast
8:45	High Ropes
12:00	Final Processing
12:20	Picnic Lunch in Picnic Shelter
1:00	Load Bus & Depart

TENTATIVE THREE-DAY SCHEDULE

The First Day

10:45	Arrival, Move in to Cabins
11:30	Orientation - Meet on steps by Rec Hall
12:00	Lunch in Dining Hall
1:00	Split into groups, begin Ground Initiatives & Team-building
5:45	Break Time (Soccer Field or Cabins, Teacher/Chaperon Time)
5:15	Table Waiters Report to Dining Hall
5:30	Dinner
6:45	Evening Program - (Teacher's Choice)
8:00	Campfires/Group Sharing Time
9:00	Meet back at steps to be dismissed to cabins

The Second Day

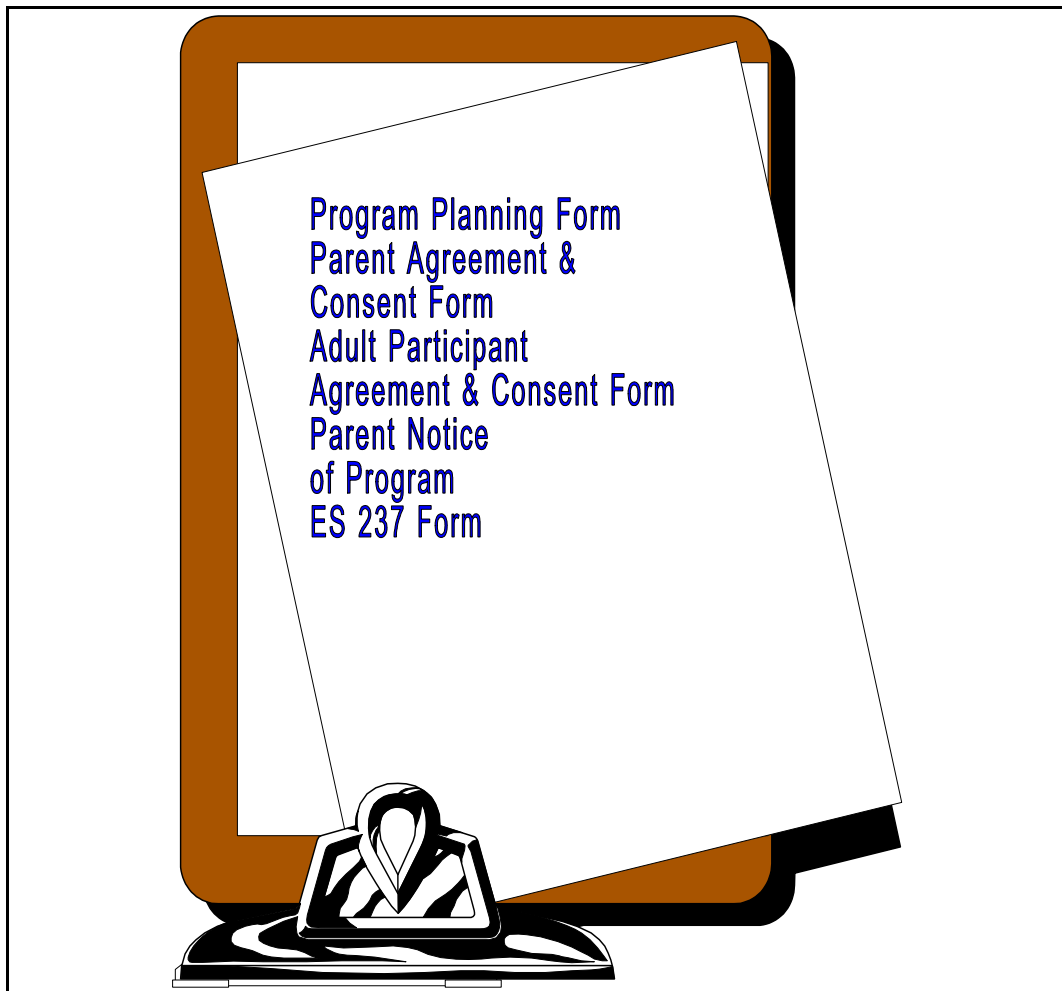
7:00	Rise and Shine
7:45	Table Waiters to the dining hall
8:00	Breakfast
9:00	Team Challenge Course
12:15	Lunch in Dining Hall
1:15	High Ropes
4:45	Break (Ball Field, Cabins, Teacher/Chaperon Time)
5:15	Table Waiters to Dining Hall
5:30	Dinner - Dining Hall
6:45	Evening Program - (Teacher's Choice)
8:00	Campfires/Group Sharing Time
9:00	Meet back at steps to be dismissed to cabins

The Third Day

7:00	Rise and Shine - Pack Up
7:45	Table Waiters to the dining hall
8:00	Breakfast
9:00	High Ropes and/or Teams Course
12:00	Final Processing
12:15	Picnic Lunch in Picnic Shelter
1:00	Load Buses/Depart for Home -

PART TWO:

Appendix of Necessary Forms



SOARING THRU SPACES PROGRAM PLANNING FORM

*Please mail or fax (336-634-0110) this form to the Education Director at least 2 weeks prior to your trip.

Name of School _____

School Address _____

Coordinating Teacher _____ Phone _____

E-mail Address _____ Home Phone _____

Date(s) of Session _____ Grade Level of Students _____

Total Number of Students _____ Chaperons _____

Number of Boys _____ Number of Girls _____

Number of Cabin Groups: Male _____ Female _____

Arrival Time at Center _____ Departure Time from Center _____

First Meal at Center _____ Last meal at Center _____

Number of Activity Groups _____ (Up to 15 participants per group)

Requested Evening Workshops (one per night)

1. _____ 2. _____

Store Break? _____ Snacks & Drinks only _____ Souvenirs only
_____ Full Store Break _____ No Store Break

Any special dietary needs? (i.e. vegetarians, allergies, etc) _____

Any medical/physical limitations Penn should be prepared for? _____

Have these students been to Penn before? _____ If so, what did they do? _____

Any other pertinent information? _____

Parental Agreement, Liability Waiver and Consent Form
Betsy-Jeff Penn 4-H Educational Center Soaring Thru Spaces Program

Student's Name _____ Date of Participation _____
Street _____ City _____ State _____ ZIP _____

1. I, _____ give my permission for my child _____
(Parents or Guardian) (Child)
to participate in the Soaring Thru Spaces Program at Betsy-Jeff Penn 4-H Center in Reidsville, North Carolina. This is an outdoor, active, intensive program which implements both traditional educational practices as well as challenge course activities - including ground initiatives, team challenge course elements and high ropes. This experientially-based educational program is an extension of their classroom curriculum.
I also understand that there are inherent risks, both known and unknown, involved in such experiential activities. While the Betsy-Jeff Penn 4-H Educational Center and its staff take reasonable measures to mitigate the risks, these risks cannot be completely removed without also removing any and all educational value of the program.
2. I hereby release NC State University, the North Carolina Cooperative Extension Service, the Local School and School System, their employees and volunteer chaperons from financial responsibility or liability for any sickness or accident that may occur during, or as a result of, this activity.
3. To insure prompt attention in the case of a serious sickness or accident, I hereby authorize the persons responsible to incur expenses considered necessary and I agree to pay for the same, if they are not covered by accident and illness insurance policy. Should the need arise, I give my permission for my child to be taken to a doctor or hospital for medical treatment.
My child is covered by health/accident/illness insurance coverage through the following plan:
Policy # _____
Company Name _____
Company Address _____
Students NOT covered by health/accident/illness insurance through a parent or guardian's plan may be covered to a small degree by insurance that the school and/or 4H Center may purchase. However, parents must realize this insurance does not take away from their responsibility for all bills and expenses that result from their child's participation in the program.
4. I understand that informational and promotional videos, recordings and photographs are frequently collected and produced to be distributed by the Department of 4-H Youth Development, College of Agriculture and Life Sciences, North Carolina State University, and the Betsy-Jeff Penn 4-H Educational Center (hereinafter referred to as the University).
_____ I consent to the use of my child's likeness and voice, including all photographs and sound recordings, for informational purposes by the University, or anyone authorized by the University. I acknowledge that the University is the sole owner of all rights to such photographs or sound recordings. I understand that I shall receive no compensation for my appearance and participation in these materials.
_____ I do NOT consent to the use of my child's likeness and voice being used by the University.
*** If Voice & Likeness Release is not granted, the program director must be notified so that he/she can be sure that no such recordings or photography are taken during your child's visit. Leaving both spaces blank is considered consent.*

Parent/Guardian Signature: _____ Date _____

(Over)

Parental Agreement, Liability Waiver and Consent Form (cont)

5. The phone number where I may be reached in case of emergency is:

Day: _____ or _____

Night: _____ or _____

If I cannot be reached, contact: Name _____

Relationship _____ Phone _____

Name of child's physician _____ Physicians Phone # _____

6. Health Record: Please provide the following information for use in identifying limitations on your child's activities, and providing proper health history in the event we have to take your child for medical treatment.

A. Birth date _____ Last Tetanus immunization _____

B. Must any of the following medical or physical conditions be taken into consideration when your child is thinking about performing physical activities? Please mark "Yes" or "No" in the appropriate column below, then give specific detail in the space provided.

	Limitations Must Be Considered?
	Yes/No
1. Epilepsy, convulsions, loss of consciousness, dizziness, paralysis	_____
2. Lung Disease: Asthma, pain in chest or shortness of breath.....	_____
3. Diabetic or kidney disease	_____
4. Arthritis, strained, pulled or weak muscle	_____
5. Pregnancy	_____
6. Environmental allergies (especially to insects).....	_____
7. Impaired vision or hearing,	_____
8. Allergies to Medicine.....	_____
9. Broken bones, strained/sprained joints,	_____

If you answered "yes" in any of the above spaces, please describe in detail any limitations that these conditions might cause while your student is doing various outdoor, physical activities _____

Is your child currently taking medication or under the care of a physician? _____ If so, please describe

Adult Participant Agreement and Consent Form

Betsy-Jeff Penn 4-H Educational Center Soaring Thru Spaces Program

Participant's Name _____ Date of Participation _____
Street _____ City _____ State _____ ZIP _____

1. I, _____, understand that I may be participating in parts or all of the Soaring Thru Spaces program. I understand the program to be an outdoor, active, intensive program which implements both traditional educational practices as well as challenge course activities including ground initiatives, team challenge course elements and high ropes. I understand that I will be participating by my own choice.
I also understand that there are inherent risks, both known and unknown, involved in such experiential activities. While the Betsy-Jeff Penn 4-H Educational Center and its staff take every reasonable measure to mitigate the risks, these risks cannot be completely removed without also removing any and all educational value of the program.
2. I hereby release NC State University, the North Carolina Cooperative Extension Service, the Local School and School System, their employees and volunteer chaperons from financial responsibility or liability for any sickness or accident that may occur during, or as a result of, this activity.
3. To insure prompt attention in the case of a serious sickness or accident, I hereby authorize the persons responsible to incur expenses considered necessary and I agree to pay for the same, if they are not covered by accident and illness insurance policy. Should the need arise, I ask that I be taken to a doctor or hospital for medical treatment.
I am covered by health/accident/illness insurance coverage through the following plan:
Policy # _____
Company Name _____
Company Address _____
4. I understand that informational and promotional videos, recordings and photographs are frequently collected and produced to be distributed by the Department of 4-H Youth Development, College of Agriculture and Life Sciences, North Carolina State University, and the Betsy-Jeff Penn 4-H Educational Center (hereinafter referred to as the University).
_____ I consent to the use of my likeness and voice, including all photographs and sound recordings, for informational purposes by the University, or anyone authorized by the University. I acknowledge that the University is the sole owner of all rights to such photographs or sound recordings. I understand that I shall receive no compensation for my appearance and participation in these materials.
_____ I do NOT consent to the use of my likeness and voice being used by the University.
*** If Voice & Likeness Release is not granted, the program director must be notified so that he/she can be sure that no such recordings or photography are taken during your visit. Leaving both spaces blank is considered consent.*

Adult Participant Signature: _____ Date _____

(over)

Adult Participant Agreement and Consent Form (cont)

5. In case of emergency, please contact:

Name _____ Relationship _____

Day Phone _____ Evening Phone _____

Physician's Name _____ Physicians Phone # _____

6. Health Record: Please provide the following information for use in identifying health needs.

A. Birth date _____

B. Must any of the following medical or physical conditions be taken into consideration when you are thinking about performing physical activities? Please mark "Yes" or "No" in the appropriate column below, then give specific detail in the space provided.

	Limitations Must Be Considered?
	Yes/No
1. Epilepsy, convulsions, loss of consciousness, dizziness, paralysis	_____
2. Lung Disease: Asthma, pain in chest or shortness of breath.....	_____
3. Diabetic or kidney disease	_____
4. Arthritis, strained, pulled or weak muscle	_____
5. Pregnancy	_____
6. Environmental allergies (especially to insects).....	_____
7. Impaired vision or hearing,	_____
8. Allergies to Medicine.....	_____
9. Broken bones, strained/sprained joints,	_____

If you answered "yes" in any of the above spaces, please describe in detail any limitations that these conditions might cause while you are doing various outdoor, physical activities. _____

Are you currently taking medication or under the care of a physician? _____ If so, please describe.

PARTICIPANT'S "WHAT TO PACK" LIST

This is an **outdoor adventure** program. Please make sure that clothing is appropriate. Expect to get dirty. If it is very warm, shorts and t-shirts are appropriate. If it will be warm during the day, please still bring a sweater or jacket. Students can always take off a layer, but if they don't have one, it can make for a miserable day. For cold days, please bring several layers of warm clothes and long pants. Being outside for a few hours can make an unprepared person rather cold. Be prepared for all weather conditions. Bring rain gear. Shorts should be long enough to fit under climbing harnesses and to comfortably participate in activities. Students names should be on most of their gear.

Students will need to be able to carry their own gear a short distance from the busses to the cabins, so please don't overpack.

Students will not need any additional money to cover fees, food, etc. on this trip. However, they may bring a small amount for souvenirs from the Center store if the teacher makes arrangements for the store to be opened. We recommend no more that \$10 - \$20.

The following is a list of suggested items for a two or three day program:

Essential Clothing

2 pairs of long pants and or shorts
4 tee shirts
1 or 2 sweatshirts/fleece
1 jacket
3 sets of underwear
2 pairs of shoes/boots
*please no Crocs
4 pairs of socks
pajamas
rain gear
hat, gloves, etc.

Cold Weather Items

thermal underwear
gloves and stocking cap
heavy jacket

Linens

twin bed sheet and blanket
or sleeping bag
pillow and pillow case
Towel

Bath Items

toothbrush and toothpaste
brush or comb
soap, shampoo
optional shower shoes
hand towel

Miscellaneous

camera
books or cards
water bottle

Do not bring

radios, CD/Mp3 players or video games
jewelry or other expensive items
food, candy or gum
sandals (unless for shower or water activities)

The Center is not responsible for lost or stolen money or belongings.

**Directions for Travel To
BETSY-JEFF PENN 4-H EDUCATIONAL CENTER**

Please feel free to duplicate these directions and the map for distribution to your group.

FROM RALEIGH, BURLINGTON- Follow US 85/40 W to Greensboro, take exit #41 onto Lee St. and follow the signs to US 29 N. Merge onto US 29 N and continue north out of Greensboro until you come to the 4th Reidsville exit, exit #153 for NC158/14. Turn left at top of ramp and follow NC158/14 for about 3.4 miles. **After** the third traffic light, turn left onto Salem Church Rd. Continue with directions entitled *“from Salem Church Rd.”*

THE BACK WAY: Off of US 40 West, take exit 138. Turn right onto NC 61 N through Whitsett, to Gibsonville. Follow NC 61 N to the junction of NC 61 N and NC150 E. At the stop sign intersection go straight, this is now NC150 E. Stay on NC150 till it ends at NC 87. Turn left, follow NC 87 until the first traffic light. Continue straight on Barnes St., at intersection of US Bypass 29 turn right to go north on US 29. Take the next exit, #153, turn left onto NC 158/14 and follow for 3.4 miles. **After** the third traffic light, turn left onto Salem Church Rd. Continue with directions entitled *“from Salem Church Rd.”*

FROM GREENSBORO: Take US. 29 north to Reidsville, continue on US. 29 Bypass to the NC 14/158 exit, exit #153. Turn west (left) at the exit toward Eden and follow for about 3.4 miles. **After** the third traffic light, turn left onto Salem Church Rd. Continue with directions entitled *“from Salem Church Rd.”*

FROM WINSTON-SALEM: Take NC 158 east out of WINSTON-SALEM to the out skirts of Reidsville and the intersection of US 29 Business north towards Danville, go 2.5 miles. Turn left at the second light at the intersection of Business 29 and Moss Street. At stop sign, turn left onto Wentworth St, go 1 mile. Turn right onto Salem Church Rd, just after Upper Piedmont Research Farm, go ½ mile and turn left at the next opportunity onto Cedar Lane. Camp entrance is .8 miles on the left.

FROM EDEN: Take NC 14 south about 4.3 miles to a Shell station on the right at the stoplight. Turn right onto Barrymore Rd., continue with the directions entitled *“from Barrymore Rd.”*

FROM DANVILLE, VA: Take US 29 Bypass south towards Reidsville to exit #153 (the intersection of NC 14/158) Turn right (west) at that junction, toward Eden. Continue on NC 14 3.4 miles and turn left on to Salem Church Rd., continue with directions entitled *“from Salem Church Rd.”*

FROM SALEM CHURCH RD. AND HWY 14: Follow Salem Church Rd. for 1.4 miles. Make the **sharp** right turn onto Cedar Lane (4-H Center sign on left marks this intersection). Continue about .8 miles on Cedar Lane until you see the sign and gates for the 4-H Center on the left, turn down the road and follow signs to parking area.

FROM BARRYMORE ROAD: Turn left off of Follow Barrymore Rd. 1.4 miles until the road curves into a right curve. Turn LEFT at this curve onto Cedar Lane. Continue 1.3 miles on Cedar Ln. until you see the sign and gates for the 4-H Center on your right. Turn right onto the entrance road for the 4-H Center and follow the signs to the parking area.

ENTRANCE TO THE CENTER and PARKING:

Follow the entrance drive along a long stretch of pastureland, to the welcome sign & stop sign. Make a right and proceed up the hill (speed limit 20 mph please!) to the large gravel parking lot on the right. All cabins and facilities are within easy walking distance from this parking lot. Please do not park on grassy areas, along roadsides, in staff parking areas, etc

ES 237 Reporting Form

This information is required by the Federal Government. It is also used in tabulating your bill. Please help us by returning this form to the program director upon your arrival, so that a bill can be sent in a timely manner. All information on this form is strictly confidential and will not be identified with your school or organization when used for reporting purposes. Thank you for your cooperation.

Name of school _____

City _____ Grade Level of Students _____

School System _____

County _____ Date of Participation _____

<u>Male Participants</u>	<u>Students</u>	<u>Adults</u>
No. White Males	_____	_____
No. Black Males	_____	_____
No. Hispanic Males	_____	_____
No. Asian Males	_____	_____
No. Native Am. Males	_____	_____
No. Other _____	_____	_____

<u>Female Participants</u>	<u>Students</u>	<u>Adults</u>
No. White Females	_____	_____
No. Black Females	_____	_____
No. Hispanic Females	_____	_____
No. Asian Females	_____	_____
No. Native Am. Females	_____	_____
No. Other _____	_____	_____

Total: _____

PART THREE:

Frequently Asked Questions



How do I contact the Program Director?

Via the following three steps (not necessarily in this order):

1. **Session Scheduling Worksheet** - This blue worksheet was (hopefully) mailed to you along with this planning packet. Please fill in any available details, sign the back, and return it to Penn along with a check for your group's deposit. This deposit and worksheet should be returned within 30 days of receiving this planning packet.
2. **Program Planning Form** - This planning form, found in the appendix of this guide, asks the important questions that we really need to know to provide a quality, timely program. As the date of your program draws near, the details sought in the Program Planning Form will become clear. Please mail or fax this form, with all the details, to the program director at least 2 weeks prior to your program.
3. **Personal Conversations or Email** - Any time you have questions, or need to change participant numbers, or just want to say "hello", please call or email the Education Director. There is no such thing as a stupid question, an insignificant concern or "too much" preparation. Please call Kyle at (336) 349 – 9445 or send him an email at kyle_shillinglaw@ncsu.edu

What if the number of participants changes?

When teachers, group leaders or administrators reserve dates for the STS program, they must give a preliminary number of students that they expect to participate. Please keep the program director informed when this number changes, whether it increases or decreases. Changes in the number of participants have bearings on staffing, group sizes, group numbers, cabin numbers, etc. Most importantly, changes in participant numbers, and how early the program director is made known of these changes has a direct bearing on the amount of your total bill!

If there is a decrease in numbers, lead teachers &/or group leaders are responsible for notifying the center 30 days before the scheduled program. After that date, the Center will accept free of charge a 10% drop from the group. Beyond the 10% drop, there will be a \$25.00 charge for each person a group is short of their reservation.

What is the cancellation policy?

Lead teachers &/or group leaders are responsible for notifying the Center 60 days before the scheduled program date for a cancellation and full refund. Cancellations that occur between 60 and 30 days prior to the scheduled program will only lose the full deposit. Cancellations that occur within the last 30 days prior to a program date will be treated as a drop in numbers, wherein the Center accepts the first 10% free of charge and the remaining spots are billed at \$25.00 per person.

This policy is not meant to be punitive. It is necessary because by the last 30 days the food has already been ordered, the staff hired & the materials collected. (And, quite possibly, other schools have been turned away from an otherwise full schedule.)

Can we do programming on the morning we arrive, or after lunch on the day we leave?

Yes, but... Our schedules are created to allow schools to be booked “back-to-back”. In other words, as our Monday-Tuesday overnight group has their picnic lunch and boards the bus, a Tuesday-Wednesday overnight group can arrive, eat lunch and be ready for programming to start right after lunch. In this way, we can maximize the number of groups that can come through the Soaring Thru Spaces program each year. Since “extended” programming would prevent us from booking a group for the night before, or the night after, a school group wanting to schedule extra programming on the morning of the first day or during the afternoon of the last day will be charged a \$10.00 per person fee.

There are two exceptions to this policy. No extra charge will be assessed to groups receiving extended programming on Monday mornings or Friday afternoons, as these two times would not normally create conflicts with incoming or outgoing groups.

If you are interested in extended programming, please speak to the program director as soon as possible to ensure that the schedule can be changed accordingly. Programming is reserved on a first come, first served basis.

What are the evening class options?

* **Communication** - Focuses on the true meaning of communication, and the parts of communication which are most often ignored in the team-building challenges. Students discover what characteristics make communication effective or ineffective, and are given a chance to practice their own skills. Most effective for 5th thru 7th grades.

* **Responsibility** - Explores the idea of responsibility, from being a responsible person who makes good decisions to considering the consequences (positive or negative) of one’s actions. This class takes the form of an informal debate, where the students are asked to tie their own experiences into those of a fictional set of medieval characters. Most effective for 7th thru 8th grades.

* **Diversity** - Brings home the ideas of prejudice and discrimination, while celebrating the wonders that a diverse culture can create. Students are encouraged to explore their own opinions, prejudices and ideas, as well as their own experiences in a prejudicial society. Effective for 6th thru 8th grades.

* **Leadership** - Demonstrates the leadership abilities inherent in each of us. Activities bring out the fact that there are very different methods and styles of leadership, and each can be effective. Effective for 6th thru 8th grades.

* **Goal Setting** - Defines what goals are, how they are set and how they might be reached. After this initial discussion, students are asked to artistically state some of their own short-term and long-term goals, as well as ideas of how they might be reached. Effective for 6th thru 7th grades.

* **Environmental Education** – Some schools choose to incorporate one of our Environmental Education evening programs into their Soaring Thru Spaces visit. After a long and exciting day of team challenges or high ropes some students love doing a Night Hike or Astronomy class.

What is “Store Break”?

Our camp store sells all sorts of souvenirs, t-shirts (\$12) and other items that will remind students of the experience they had at Penn. We also sell non-caffeinated sodas & snacks. Please discourage your students from bringing more than \$10.00 to \$20.00 for the store. Any more than that is just asking for trouble.

Store break, of course, is completely optional. If you do not wish your students to pump themselves full of sugar or spend any more of their parents hard-earned money, that is perfectly fine. Of course there are compromise positions as well, where we only sell snacks and drinks, or we only sell souvenirs. Please let the program director know whether store break should be included in the evening’s plans. This is also a section on your Program Planning Form.

How many cabins will I need?

Each cabin has 4 areas. There are eight bunks in each of three “rooms”, plus two more in the center room (usually where teachers & chaperons reside). So there is room in each cabin for up to 24 students and 2 adults. As a rough guide, plan on putting 20-24 students in each cabin. Often times the decision hinges on the number of chaperons available to spend the night. Remember that each Cabin will hold a maximum of 26 individuals.

Can we have "extra" cabins?

Occasionally schools prefer to have even smaller numbers of students in each cabin. Others prefer to bring lots of chaperons, then have a "Teacher's Only" cabin. Such requests can be granted on a space available basis only, with an extra charge of \$60 per cabin, per night. Contact the Education Director as soon as possible if interested.

How many chaperons do I need?

We recommend bringing *at least* one adult per activity group. This means at least one adult for every 15 participants. What might be a better guide is the number of cabins you will have. Most schools like to bring two adults for every cabin. Since each cabin holds 14 - 24 students, this comes out to more like one adult for every 7-12 kids. This is a much more manageable ratio.

There is no limit to the number of chaperons you can bring. The center will accept, at no charge, one chaperon for every ten students. Chaperons above this ratio will be charged a modest fee to cover the increased food & lodging costs. Check the letter sent with this planning guide for detailed fee information.

What do the chaperons/teachers need to do?

Penn’s staff of facilitators is trained to handle minor discipline problems, give first aid, respond to weather emergencies, etc. So when the students are with our staff, the chaperons & teachers are welcome to sit back and watch the festivities.

The time when the chaperons’/teachers’ roles come to the forefront is during free time, meal times and in the cabins at night. The students are given the rule that they must be with or near an adult at all times. During free times and in the cabins, it is the chaperons’ and teachers’ responsibility to make it easy for the children to follow this rule.

Into how many activity groups should I divide my students?

We have found that groups of 12 to 15 create the best scenarios for group dynamics during ground initiatives, teams course elements and high ropes. Any smaller than that and there doesn't seem to be a quorum. Any larger and it becomes hard to keep the group together, and students will not be able to experience as much. Use the following guide to find out the number of activity groups for which to plan..

Total Number of Participants	Number of Activity Groups
8 - 15	1 group
16 - 30	2 groups
31 - 45	3 groups
46 - 60	4 groups
61 - 75	5 groups
76 - 90	6 groups
91 - 105	7 groups
106 - 120	8 groups

Careful thought should be given to group assignments to ensure that individuals will be compatible and groupings will meet the maximum objectives of the teacher or youth leader.

Can I have smaller group sizes?

Our prices for the Soaring Thru Spaces program are based on group sizes of 12-15. Breaking into smaller groups, say 12 or less, would require more staffing and more meeting spaces, and therefore raise the costs borne by the Center. Since all of our operating budget comes from user fees, we would have to raise fees accordingly. So, for the most part we try to stay with the group sizes of 12-15.

However, if you find it imperative that group sizes be 12 or less, you do have an option. The center has a policy in place that allows an individual school to decrease the ratio of students to instructors. It works two ways:

1. By paying normal price for "empty spaces", a school can reach the threshold over which another group would be needed. For example, if a school came with 42 students (technically 3 groups of 14), they could get a fourth group (4 groups of 10-11) by paying for 46 normal participants, or four "empty spaces". A school that brings 58 students (4 groups of 14-15), could get a fifth group (5 groups of 11-12) by paying for 61 normal participants, or 3 "empty spaces".

2. Since option #1 has the potential to be disproportionately costly to larger groups, schools who bring more than 48 students have the option of just adding an extra five dollars to each normal participant's fee.

In order to ensure proper staffing, warning should be given to the program director when your group is scheduled if your group chooses to take either of these options. Thank You!

Can we choose our own menus?

The Penn kitchen staff are given a multi-faceted challenge:

1. Produce kid-friendly meals that will fill the bellies of active, growing, hungry students.
2. Produce meals that will also satisfy and sustain adult chaperons, teachers and staff.
3. Make sure these meals are healthy, representing all the major food groups each day.
4. And do all this on a very tight budget!

One of the best ways the kitchen staff can be cost effective in this process is to be able to put together a week's worth of menus that can work well together. (Ingredients bought can work well in multiple different meals, etc.) Such cost effectiveness is reduced when groups choose their own menus. (Retreat groups have traditionally been given this privilege, and pay handsomely for it.)

What if there is a vegetarian or a diabetic or someone with severe food allergies in the group?

If there are any specific dietary needs among your participants, please inform the program director as soon as possible before your trip. Vegetarian options are usually available at each meal, and special menus for diabetics can easily be created. Given enough warning, the kitchen can also work with most food allergies as well. As a general rule, the kitchen is unable to cater to vegan or other diets considered "by choice".

Who takes care of the medical needs of our students?

The Center does not provide a nurse on site during the program, although all staff are First Aid and CPR certified. Minor medical needs can be handled by the on-site staff or a designated chaperon. First Aid kits and supplies are kept at locations throughout the Center. The center is accessible to Emergency Medical Services and the Annie Penn Hospital is located less than 10 miles away in Reidsville. A teacher or chaperon from your group will be responsible for transporting and accompanying students to medical care facilities if the need arises.

A SIGNED PARENTAL CONSENT FORM IS EXTREMELY IMPORTANT IN EXPEDITING EMERGENCY TREATMENT. DO NOT BRING A CHILD WITHOUT THIS FORM. Make sure that you have checked the health section of each parental consent form prior to the trip and are aware of any special health needs; diabetes, epilepsy, bee sting allergies, sleep walking, bed wetting, etc. Make sure to inform on-site instructors and/or the appropriate chaperons of any conditions ahead of time.

The other major role of the teacher &/or chaperon is to collect all medications, (i.e. Claritin, Ritalin, etc.), keep them in a safe place, and dispense them as directed by the parents. Be sure that parents have provided adequate information on how medication should be dispensed to their child before you leave the school. Typically, it works out well to dispense medications at meal times. Penn staff are unable to dispense any sort of ingested medications.

What if my student(s) do not have insurance coverage?

Increasing numbers of students are not covered by insurance. Because of this, increasing numbers of groups have had to purchase insurance through the Penn Center, at \$0.23 per person, per day. The paperwork and bureaucracy has been a headache for all involved.

So, as of September 1st, 2008, all program groups visiting the Betsy-Jeff Penn 4H Educational Center will automatically be covered by limited insurance through American Income Life Insurance Company. It is included in the fee charged by the Center. This insurance is limited, and does not remove the responsibility for paying hospital fees, etc from the parents/guardians. But it does remove the need for teachers to have to worry about insurance. ☺

Will there be other groups on camp when we come?

It is probably safe to say that you will not have the entire camp to yourself the whole time you are here. There may be an adult conference group using our facilities. There could be another school group here for the Environmental Education Program or ORIENT Program, or, maybe doing the Soaring Thru Spaces program just like you. We try to serve as many schools as are interested in the short seasons we have, yet avoid bringing in so many participants at the same time that the quality of the program is compromised.

If indeed you share camp with another school, each school group will be assigned to separate cabins, class groups and dining hall tables. Though you will probably not share any programming space, meals will be held at the same time and there will be plenty of opportunity for interaction during free times, store breaks, etc.

What forms must I bring with me when I come?

Parent Agreement & Consent Form - Provides permission for students to participate in the program. Provides necessary medical, contact & insurance information in case of emergency. Provides permission for center staff &/or emergency medical staff to treat participant in case of emergency. ***Must be signed, returned & brought with lead teacher in order for student to participate in program!***

Adult Participant Agreement & Consent Form - Provides necessary consent and medical, contact and insurance information in case of emergency. If adults are not going to participate in any of the challenge course activities, they need not complete the form. However, adults often times get swept up in the fun and it is much simpler to have an agreement form already completed ahead of time.

ES 237 Form - Since we are technically a state agency, we must account for the number of students for whom we provide programming. The most important way these numbers are used is in the tabulation of your final cost. So, it is very important that this form be filled out accurately and turned in to the program director upon arrival.

***** A check covering the balance of your fees is not necessary at the time of arrival. We will use the numbers given on the ES 237 to formulate your final cost, deduct any deposits made previously, then send a bill to you after your trip.**

What do my students need to know when they arrive?

* Students should already be divided into cabin groups and activity groups upon arrival.

* We have found that students who have been advised as to the nature of this experience usually fare better. They should realize that there is more to this than just having fun. There is learning to be done. The lessons that can be learned, and the fun that can be had are very much dependent on a participant's willingness to take emotional risks, make exerted efforts, and put forward a positive attitude.

* Students should also be warned that Soaring Thru Spaces is an outdoor program. Outdoor activities continue despite heat, rain, snow, etc. Students should come prepared with layers, and rainwear. Don't trust the weather person when they say it'll be nice for your time at camp. They lie!

* Along the same lines, keep in mind many of our activities are done in the woods, in grassy areas, etc. Clothes and shoes will come home dirty, so students should not bring their nicest. Shorts are fine if they are long enough to fit under a harness (aim for just above the knee) and will allow full range of movement, as you will be lifting, climbing, scooting, stretching, etc. *Show your style by the way you act & lead within your group, not by the tag on your clothes.*