

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

***THE O.R.I.E.N.T. PROJECT:***  
*OUTDOOR RESEARCH IN ENVIRONMENTAL SCIENCE,  
NAVIGATION & TECHNOLOGY*



***PLANNING GUIDE***

REVISED OCT 2017

## **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 *ORIENT PROJECT... SO WHAT'S NEXT?*

- 1. Secure your date.** In order to fully secure your dates, the Session Scheduling Worksheet , included in the planning email, must be signed and returned, along with a deposit, within 30 days of the receipt of this planning guide. The signed “statement of responsibility” should also be returned. 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 who cannot afford the fees. Parental Agreement & Consent Forms need to be signed. Transportation has to be arranged. Chaperons must be recruited.
- 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 and turned into camp staff upon arrival. This allows students to be treated in an efficient manner should medical attention be needed. While collecting this form, please pay attention to the “Physical Limitations” section on the back. The Penn 4-H Center must be informed in advance of any limitations placed on participants by their parents/guardians.
- 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 Director at (336) 349-9445 at any time, to discuss details, to 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 assigned to activity groups (and cabin groups if appropriate), plenty of rest, and lots of smiles. We will meet you at the parking area and whisk you away to the cabins and orientation.

## **Program Schedule**

The following are sample schedules, designed to give you an idea of the structure of the program. Details of the schedule can be adjusted to fit the specific needs of your group. Below are sample schedules for a 2 and 3 day program. We do offer a 1 day ORIENT Program and ask that schools can be on-site for a minimum of 7 hours in order to receive the full benefit of the program.

### **Three Day Program (for the optimal experience)**

#### **Day 1**

10:30	Arrive at the Center, move in to Cabins
11:30	Orientation in Rec. Hall
12:15	Lunch in Dining hall
1:15	Team challenges and low Teams Course elements
4:40	Break Time with teachers/chaperones
5:20	Table Waiters to Dining Hall
5:30	Dinner
6:45	Evening program (egg drop, communication, leadership)
8:00	Geocaching presentation
9:00	Dismiss to Cabins/Teachers

#### **Day 2**

7:00	Rise & Shine
7:50	Table Waiters to Dining Hall
8:00	Breakfast
9:00	GPS, Lat and Long, Topo map Trainings
10:30	Begin Geocaching
12:05	Table Waiters to Dining Hall
12:15	Lunch
1:15	Geocaching adventure continues!!
4:45	Break Time with teachers/chaperones
5:20	Table Waiters to Dining Hall
5:30	Dinner
6:45	Night Hike
8:00	Campfire (small group or big group campfire)
9:00	Dismiss to Cabins

#### **Day 3**

7:00	Rise & Shine - Pack up and move out of cabins
7:50	Table Waiters
8:00	Breakfast
9:00	Finish Geocache Searches
11:45	Final debrief
12:15	Picnic Lunch in Shelter
1:00	Departure

## Two Day Program

### Day 1

10:30	Arrive at the Center, move in to Cabins
11:30	Orientation in Rec. Hall
12:15	Lunch in Dining hall
1:15	GPS, Lat & Long, Topo Maps session Begin Geocaching
4:40	Break Time
5:20	Table Waiters to Dining Hall
5:30	Dinner
6:45	Team Challenges or Evening program
8:00	Geocaching presentation and preparing for tomorrow
9:00	Dismiss to Cabins/Teachers

### Day 2

7:00	Rise & Shine – Pack up and move out of cabins
7:50	Table Waiters to Dining Hall
8:00	Breakfast
9:00	Geocaching adventure continued!!
12:15	Picnic Lunch
1:00	Departure

## Flexibility of Focus

The O.R.I.E.N.T. Project was created through a grant from the Student Science Enrichment Program at the Burroughs Wellcome Fund. The goals of the program, put very simply, have always been to provide truly age-appropriate outdoor science education to middle school classrooms, and to expose large numbers of students to areas of science, technology & math that they may not otherwise appreciate.

Teamwork and technology are inseparable from this learning process, however. So portions of the students' time will be spent learning how to use the GPS units, and how to make "group decisions" based on data given by these units, information found on topographic maps, and clues found in the natural surroundings.

As the program has developed, it has become obvious that there may be several routes to achieving the stated objectives. So we have created different "Tracks" that a given school may choose to follow during their visit. These tracks emerge on the second and third days of the program, manifesting themselves in the multiple different "geocache" locations, and the activities that students will do at each location. The current "Tracks" are listed below:

\*\* 3 Day ORIENT programs include a mix of both Environmental Science and Interdisciplinary activities.

1. **Environmental Sciences Track** – Environmental Science skills and content will be the primary emphasis of these activities and geocache locations. Subject areas may include anything from aquatic ecology to weather, soils to forest measurements, and much more.
2. **Interdisciplinary Track** - A base level of environmental science activities and geocache locations are obviously involved in this track. But in addition, students will delve into other challenges that may explore math, language arts, or group dynamics. Depending on trip length and number of students it may be possible to also include some "event" caches, such as canoeing, fishing, or a high ropes course element. Please speak to the Education Director if interested in your students participating in

## **PART TWO:**

# **Appendix of Necessary Forms**

**This section includes the really important forms for your trip.**

- 1. The Program Planning Form should be completed and mailed/faxed/emailed to the Education Director 2 weeks prior to your trip.**
- 2. The Parental Agreement and Consent Form should be collected and reviewed prior to the trip. Please pay attention to any medical/physical limitations placed on participants and inform camp staff on your Program Planning Form. These Parental Agreement and Consent forms will be collected by Camp staff upon your arrival.**
- 3. The Packing List should help your students prepare for their time with us. This list is extensive so please feel free to create your own packing list depending on your schedule and the time of year. Camp asks that students are reminded this is an outdoor program and outdoor activities continue despite heat, rain, cold, snow, etc.**
- 4. The Directions to the Center can be distributed to drivers within your group.**
- 5. The Billing Form (ES237) – This form is used for tabulating your bill after your trip and should reflect the number of students/adults in attendance during your trip. This form will be collected by camp staff upon your arrival.**

**Program Planning Form**  
**ORIENT Project**

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

School \_\_\_\_\_ Dates of Session \_\_\_\_\_

Lead Teacher \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Age/Grade of Students \_\_\_\_\_

Number of Students \_\_\_\_\_

Number of Activity Groups \_\_\_\_\_  
(15-17 students per group)

Number of Adults \_\_\_\_\_

Number of Cabins: Boys \_\_\_\_\_ Girls \_\_\_\_\_

Program Format:

\_\_\_\_\_ One Day Program      \_\_\_\_\_ Two Day Program      \_\_\_\_\_ Three Day Program

Arrival Time \_\_\_\_\_

Departure Time \_\_\_\_\_

ORIENT Focus Choice (choose one):

\_\_\_\_\_ Environmental Science Track

\_\_\_\_\_ Interdisciplinary Track (necessary for 3 day programs)

Store Break? \_\_\_\_\_ Snacks & Drinks only      \_\_\_\_\_ Souvenirs only

\_\_\_\_\_ Full Store Break      \_\_\_\_\_ No Store Break

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

\_\_\_\_\_

If vegetarians, how many? \_\_\_\_\_

Any medical/physical limitations Penn should be prepared for? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parental Agreement, Liability Waiver, and Consent Form  
Betsy – Jeff Penn 4-H Educational Center - School Programs**

Student's Name \_\_\_\_\_ Date(s) of Participation \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

1. I, \_\_\_\_\_ give my permission for my child \_\_\_\_\_ to participate in the Outdoor Education Program (Orient, Soaring Thru Spaces or Environmental Education) at the Betsy-Jeff Penn 4-H Educational Center in Reidsville, NC. I realize this is an outdoor, active, intensive program which utilizes experiential education methods to teach, depending upon the program selected by your child's school; outdoor science, interdisciplinary lessons and/or challenge course activities (team challenge, low and/or high ropes). These hands-on programs are an extension of your child's current classroom curriculum.

I also understand that there are inherent risks, both known and unknown, involved with such experiential learning activities. These risks are consistent with outdoor learning and include, but not limited to, such environmental risks as insects, animals, weather, water and others. While the Betsy-Jeff Penn 4-H 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 the Betsy-Jeff Penn 4-H Educational Center, NC Cooperative Extension, NC State University, the local school and school system, their employees and volunteers from financial responsibility or liability for any sickness, injury or accident that may occur during, or as a result of, this program and its activities.

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 or 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 \_\_\_\_\_

\*\*The Betsy-Jeff Penn 4-H Educational Center does not provide health or accident insurance.

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 ( herein 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 and 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 # \_\_\_\_\_

1. 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 or foods.....	_____
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 \_\_\_\_\_

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

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## **Betsy-Jeff Penn 4-H Center Participant's "What to Pack" List**

This is an **OUTDOOR** program. Please make sure that clothing is appropriate. Expect to get dirty so please don't bring your finest. To make the most of the program, students must be comfortably prepared for a wide range of temperatures and weather conditions: If it is warm, shorts and t-shirts are appropriate, but please still bring a sweater or jacket. For cold days, please bring several layers of warm clothes and long pants. Bring rain gear, as most outdoor activities can continue safely on rainy days. Clothing should allow for a full range of movement, and comfortably allow full participation. There will be times during the ORIENT program that groups may be hiking "off- trail" and many students prefer to wear long pants even in warmer weather.

Students will need to be able to carry their own gear, in one trip, a short distance from the busses to the cabins. So pack accordingly.

Students will not need any additional money to cover fees, food, etc. at the camp. However, they may bring a small amount for souvenirs from the Center store if the teacher has made arrangements for the store to be opened. We recommend no more than \$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 T-shirts  
1 or 2 sweatshirts/fleece  
1 jacket  
3 sets of underwear  
2 pairs of shoes / boots  
4 pairs of socks  
pajamas  
rain gear  
hat, gloves, etc.

### Linens

twin bed sheet and blanket or sleeping bag  
pillow  
towel  
\*Cabins do NOT have sheets, blankets or pillows

### Bath Items

toothbrush and toothpaste  
brush or comb  
soap, shampoo  
optional shower shoes  
hand towel-  
\*Paper towels are NOT supplied in cabins

### Cold Weather Items

thermal underwear  
gloves and stocking cap  
heavy jacket

### Optional

camera  
books or cards  
water bottle  
flashlight

### Do not bring

Electronics  
jewelry or other expensive items  
Candy, Gum, Food – unless dietary restrictions require bringing food.  
\*\* ALL food/snacks brought to camp must be stored in dining hall...not cabins!  
Money – unless told otherwise by coordinating teacher

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.

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**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 4<sup>th</sup> 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

# Billing Form(ES237 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 Education Director?

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

1. **Session Scheduling Worksheet** - This worksheet was emailed to you along with this planning packet. Please fill in any available details, sign 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, discusses the important details that must be known to provide a quality program. As the date of your program draws near, the details sought in the Program Planning Form will become clear. Please mail/fax this form, with all the details, to the program director 2 weeks prior to your program.

3. **Personal Conversations** - 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 us at (336) 349 – 9445 or reach Kyle at [kyle\\_shillinglaw@ncsu.edu](mailto:kyle_shillinglaw@ncsu.edu).

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

If you are interested in extended programming, please speak to the Education Director as soon as possible to ensure that the schedule can be changed accordingly. Programming is reserved on a first-come, first-served basis. Extended programming in most circumstances requires increased fees to cover staffing costs and lost abilities to schedule other groups.

## What if the number of participants changes?

When teachers, group leaders or administrators reserve dates for the Environmental Education Program, they must give a preliminary number of students that they expect to participate. Please keep the Education 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 have 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.)

## How many cabins will I need?

Each cabin has 4 areas. There are eight bunks in each of three “rooms”, plus 1-2 more in the center room (usually where teachers or chaperons reside). So there is room in each cabin for up to 26 people. 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 there is a total of 26 beds in each cabin.

The Cabin/Bunk Layout below may help in organizing your cabins.

## 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 a per cabin, per night charge at the current cabin rental rate.

### **Betsy – Jeff Penn 4-H Center Cabin/ Bunk Layout**

We have 8 nearly identical cabins at the Center. Each cabin contains 4 different areas, which can be referred to as rooms. One is on the left side of the cabin; one is on the right, a center room and the upstairs loft area. There are a total of 26 beds in each cabin. Room 3 (center room) is normally used by adult chaperons. None of the “rooms” are separated by doors, just a doorway.

<b>Room 1 (left side)</b>	<b>Room 2 (right side)</b>	<b>Room 3 (center room)</b>	<b>Room 4(upstairs)</b>
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____		3. _____
4. _____	4. _____		4. _____
5. _____	5. _____		5. _____
6. _____	6. _____		6. _____
7. _____	7. _____		7. _____
8. _____	8. _____		8. _____

\*\*Restroom facilities are located inside the cabins. Each cabin has 2 showers, 2 toilets, and 3 sinks in the downstairs as well as a small bathroom with a toilet and sink upstairs. There is no shower in the upstairs restroom.

\*\*Cabins are stocked with toilet paper but not paper towels. Guests will need to provide their own towel for this purpose.

## Into how many activity groups should I divide my students?

We have found that groups of 15 - 17 create the best environment for group decision-making, which is a crucial part of the geocaching process. Larger groups create difficult issues on a trail, get in the way of many hands-on activities, and create a larger "footprint" on the area's resources than we'd prefer. Use the following guide to figure out the number of activity groups for which to plan.

Total Number of Participants	Number of Activity Groups
15 - 17	1 group
18 - 34	2 groups
35 - 51	3 groups
52 - 68	4 groups
69 - 85	5 groups
86 - 102	6 groups
103 - 119	7 groups
120 - 136	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 ORIENT Project are based on group sizes of 15 - 17. Breaking into smaller groups, say 14 or less, would require more staffing and more meeting spaces, and therefore raise the costs borne by the Center. Since most 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 15 - 17.

However, if you find it imperative that group sizes be smaller, 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.

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 48 students (technically 3 groups of 16), they could get a fourth group (4 groups of 12) by paying for 52 normal participants, or four "empty spaces

**In order to ensure proper staffing, warning should be given to the program director when your group is scheduled if your group is interested in this option.**

## 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 - 17 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 18-20 students, this comes out to more like one adult for every 10 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 teacher/chaperon for every ten students. Chaperons above this ratio will be charged a partial fee to cover the increased food & lodging costs. Check the Scheduling Worksheet 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 basic 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. Adult chaperones should also be aware that the ORIENT program is physically active and normally requires hiking several miles in a full day of Geocaching.

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. At meals, teachers and chaperons are asked to sit with the student's to keep the meal running smoothly, assist with cleanup and control overly rambunctious behavior. Other chaperon responsibilities may include store breaks, organizing table waiters, medicine dispersal, etc.

## What if there is a vegetarian or a person with other dietary issues in the group?

If there are any specific dietary needs among your participants, please inform the Education Director 2 weeks before your trip. Vegetarian options are available at each meal provided they are requested on the "Program Planning Form". The kitchen is also tree nut and peanut free as peanut allergies have become more common. We have found that students with various allergies (dairy, gluten, etc) may prefer to bring their preferred brand of substitute if they feel it necessary. We do not at this time always offer any type of gluten or dairy free substitutions. As a general rule, the kitchen is unable to cater to vegan or other diets considered "by choice". Please contact the Education Director or Kitchen Director for more specific info and questions.

## Who takes care of the medical needs of our students?

The Center does not provide a nurse on site during the program, although most staff are First Aid and CPR certified. Minor medical needs can be handled by the on-site staff or a designated chaperon. The center is accessible to Emergency Medical Services (Approximately 5 minute response time) and the Annie Penn Hospital is located less than 6 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 students do not have insurance coverage?

The Penn 4-H Center highly recommends that all students and adults participating in our programs be covered by some type of health and accident insurance. The Penn 4-H Center does NOT provide insurance coverage for participants. It is the responsibility of each group to ensure that all participants are covered, depending on the requirements of your individual school/organization.

## 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 Soaring Thru Spaces or Environmental Education program. Or, there may be a school group doing the Orient 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 may be opportunity for interaction during free times, store breaks, etc.

## What is “Store Break”?

Our camp store sells all sorts of souvenirs, t-shirts and other items that will (hopefully) remind students of the experience they had at Penn. We also sell non-caffeinated sodas & snacks. The most expensive items are t-shirts and hats at \$10.00 - \$12.00 per item, and the cheapest items are keychains, stickers & stuffed animals. So please discourage your students from bringing more than \$10.00 to \$25.00 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 Education Director know whether store break should be included in the evening's plans. This option will be listed on your Program Planning Form. A current store price list is available from the Education Director.

## 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!

**Billing Form (ES237)** - 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. Many teachers choose to fill out the ES 237 Form on the bus ride to Penn to ensure accurate participant numbers.

**\*\*\*IMPORTANT:** 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.
- \* Students should also be warned that the ORIENT Program is an outdoor program. Outdoor activities continue despite heat, rain, snow, etc. Students should come prepared with layers, and rainwear. Don't trust the weatherperson when they say it'll be nice for your time at camp.
- \* 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 allow full range of movement, as students may be lifting, climbing, scooting, stretching, etc. Because many of the caches are hidden off the main trails some students actually prefer to wear long pants when geocaching, especially those highly susceptible to the dreaded poison ivy!!
- \* Students and Chaperons should be aware that the ORIENT program is an active program and a full day of geocaching can often involve several miles of hiking in a day. Comfortable shoes for walking can make the program more enjoyable.