



5515 Pacific Street, Suite 357
Rocklin, CA 95677
(530) 575-8988

Dear **High Sierra Outdoor Institute** Coordinator,

We are excited that your school is joining us for your **High Sierra Outdoor Institute (HSOI)** program. This packet is designed to help you promote and to plan for this exciting, educational and life-changing annual event. The size of this packet may appear intimidating at first, but the following pages are designed to help you with your planning and preparations with as few problems as possible. Please feel free to call at any time for help with this project: we are happy to assist you.

Please review the following enclosed materials:

- 1. Planning Time Line:** This overview of the sequence of events will be a great help in your planning.
- 2. Promotional Helps:** This will be very helpful as you recruit the needed Chaperones and explains our “Host Family” program. Copy and distribute this page as necessary.
- 3. Involvement Survey:** A great tool for encouraging participation: be sure to send copies home with your students.
- 4. Letter #1 for Students:** What all students should bring with them and important arrival/departure information.
- 5. Letter #2 for Adults:** What all adults should bring with them and important arrival/departure information.
- 6. Letter #3 for Host Families:** A “Thank You” to your Host Families and some suggestions to assist them.
- 7. Required Registration Forms for ALL Adults:** Each adult participant must submit these TWO forms: first page is the Waiver and Liability Release Form – the second page is the Medical History Form.
- 8. Required Registration Forms for ALL Students:** Each student participant must submit these TWO forms: first page is the Waiver and Liability Release Form – the second page is the Medical History Form.

Note on Registration Forms: Copy these forms and distribute them to all Adults and Students that are planning to participate in the program. Using colored paper can be very helpful in organizing these forms. Be prepared to submit these forms upon your arrival.

9. Transportation Roster: Copy and distribute this roster to your vehicle drivers to keep track of all students. Be prepared to submit this roster upon arrival. To access directions please refer to program facility addresses below:

Northern California
Salvation Army Camp Del Oro
17631 Lake Vera/Purdon Road
Nevada City, CA 95959

Southern California
Thousand Pines Christian Camp
359 Thousand Pines Road
Crestline, CA 92325

10. Upon Arrival – Please be prepared to submit:

- 1) Completed and signed Registration Forms for each student and adult in attendance;
- 2) Your student roster;
- 3) Your final payment check, made out to High Sierra Outdoor Institute.

Sincerely,

Charles A. Welch
Founder/Executive Director
High Sierra Outdoor Institute

Suggested High Sierra Outdoor Institute Planning Time Line

4 to 6 Months

Before Departure: Organize an HSOI Planning Committee and begin meeting to pray and plan; your committee meeting should include designation and discussion of the following:

1. Coordinator: This job entails overall organization and designation as HSOI contact person.
 2. Designated First Aid Person: Certified First Aid and CPR adult in attendance during program
 3. Registration: Distribution and dates for collection.
 4. Transportation: Bus or by private vehicle.
 5. Adult Chaperone and Host Family recruitment planning
 6. Fund raising: Methods of raising funds, and dates and methods of collection.
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3 Months

Before Departure: Begin Adult Chaperone recruitment and make transportation arrangements. Distribute Involvement Survey to parents, teachers, and administrators.

- Encourage the idea of total involvement. Introduce "Host Families" program.
- Prepare a cover letter for registration forms and brochures to be distributed to your parents.
- Schedule a "Parent Orientation" meeting which may include an HSOI representative.
- Distribute materials to:
 1. All students attending.
 2. Teachers and ALL adults attending.

Set an early registration deadline to receive all of the necessary completed, and signed, forms for High Sierra Outdoor Institute at least two weeks prior to your arrival. Contact your schools' financial department alerting them to the final payment check made-out to High Sierra Outdoor Institute in payment for the program upon arrival.

6 Weeks

Before Departure: Schedule and promote an Adult/Chaperone Orientation Meeting to take place three weeks prior to departure. Be sure to include all *Adult Chaperones, Additional Adults, Host Family Representatives, your Designated First Aid Person, and your Coordinator*. This will allow participating Adults to connect with the Host Families and begin planning. Be sure to obtain copies of the HSOI Program Guidelines for distribution and discussion at this meeting. You may request an HSOI staff member to attend this Orientation Meeting; please call in advance for scheduling.

2 Weeks

Before Departure: Collect completed and signed Registration Forms. Assemble and collate in preparation for submission upon arrival at the High Sierra Outdoor Institute program site.

- Collect final payment from all adults and students attending.
 - Contact school's financial department to ensure that the final payment check is being prepared for, and made-out to, High Sierra Outdoor Institute in payment for the program.
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14 Days

Before Departure: FAX your Attendance FAX Sheet to (530) 478-0281. We will record this information in your file then forward needed dietary and housing information to the program site, in anticipation of your arrival.

PROMOTIONAL HELPS

The following pages are enclosed to help you to involve others, and to organize your efforts in preparation for your High Sierra Outdoor Institute program. These "helps" are designed to assist in disseminating and collecting all information needed to facilitate a positive experience for everyone involved.

One of your biggest jobs will be to recruit a sufficient number of Adult Chaperones for your visit. This task can be looked upon as a great inconvenience, or as a great opportunity to have a life-changing positive impact on your students.

The "Host Family" program is designed to help take some of the pressure off of those adults that are contemplating this responsibility, and is another means by which greater involvement, on the part of your parents, can be encouraged. Host Families "adopt" one of your Adult Chaperones, and his/her family during the week of your attendance. Their job is to help the Adult Chaperone's family as needed while the Chaperone is away. Their first, and primary duty, is to provide as many of the following "helps" as possible:

- providing ready-to-serve meals for the family;
- making-up and delivering lunches to the Chaperone's at-home children;
- babysitting the Chaperone's at-home children;
- coordinating a "sleep-over" for the Chaperone's at-home children.

The Host Family Program is a great way to encourage total involvement on the part of your parents. It may require an additional planning meeting for all adults involved to begin the initial "bonding" process and to transfer necessary information from one family to the other. Please call for help, or suggestions, in the organization of this important program.

Make sure to follow the "Suggested HSOI Planning Time Line" and to give adequate time for the distribution and collection of needed forms and payments. Please feel free to call at anytime; **we are here to help you.**

High Sierra Outdoor Institute Program Involvement Survey

Our school has the opportunity to participate in this dynamic and life-changing program for one week this year. This will be an exciting week of both academic and physical challenges for our students, and will be a positive, life-changing experience for all of us.

Our dates of attendance are:

You can help! We encourage everyone to become involved in some way. Please check the following areas that you would like to participate in:

___ I will commit to help, as needed, in the preparations for our school to participate in the HSOI Program, and to send "encouragement cards" to students and adults during their week of attendance.

___ I would like to be an Adult Chaperone.

___ I would like to learn more about participating as an Adult Chaperone.

___ I would like to be a Host Family to an Adult Chaperone and his/her family. I understand that this will require "helps" such as preparing meals and babysitting.

___ I will help to transport our students to, and from, the school and the program site.

___ I can help with babysitting the children of an Adult Chaperone, or Additional Visiting Adult.

___ I would like to pay for a student to attend the High Sierra Outdoor Institute Program.

Name: _____ Phone: _____

Email: _____

Address: _____

Please return this completed form to:

Letter #1 for Students

Dear

Our school's trip to High Sierra Outdoor Institute will begin this coming week. We are all looking forward to an exciting and educational week. Use this form as a "check-off" list to make sure that you will have everything that you will need.

Required Items:

- Sleeping Bag
- Pillow with pillow sheet
- Towel (at least one/no more than two)
- Jacket or Sweater (seasonally appropriate)
- 1 pair of Sturdy Shoes and 1 pair of Comfortable Shoes (two pair)
- Flashlight
- Something to write with (a pencil/good idea to bring an extra one)
- A change of clothes for each day, plus one. Extra socks are a good idea.
- Toiletry items: toothpaste, toothbrush, soap, shampoo, and a washcloth)

Recommended Items:

- Camera
- Sun screen
- Insect Repellant

Seasonal Items:

Early Spring

- Rain gear
- Long pants
- Jacket or Sweater/Sweat Shirt
- Boots
- Clothes that can get dirty

Late Spring

- Short sleeved shirt
- Short pants
- Swim suit if water activities scheduled
- Sandals
- Clothes that can get dirty

Early Fall

- Short sleeved shirt
- Short pants
- Swim suit if water activities scheduled
- Sandals
- Clothes that can get dirty

Late Fall

- Rain gear
- Long pants
- Jacket or Sweater/Sweat Shirt
- Boots
- Clothes that can get dirty

DO NOT BRING CELL PHONES, ELECTRONIC GAMES, OR OTHER ELECTRONIC DEVICES

Be at the school between _____ and _____ am to check-in. You will be returning to the school, at the conclusion of our program, by _____ pm on _____.

If you have any last minute questions, please call: _____

at: (____) _____.

See you next week!!

Letter #2 for Adults

Dear

Our school's trip to High Sierra Outdoor Institute will begin this coming week. We are all looking forward to an exciting and educational week. Use this form as a "check-off" list to make sure that you will have everything that you will need.

Required Items:

- Sleeping Bag
- Pillow with pillow sheet
- Towel (at least one/no more than two)
- Jacket or Sweater (seasonally appropriate)
- 1 pair of Sturdy Shoes and 1 pair of Comfortable Shoes (two pair)
- Flashlight
- Something to write with (a pencil or pen)
- A change of clothes for each day, plus one. Extra socks are a good idea.
- Toiletry items: toothpaste, toothbrush, soap, shampoo, and a washcloth)

Recommended Items:

- Camera
- Sun screen
- Insect Repellant
- Laptop for use during non-student-supervision hours only (optional)

Seasonal Items:

Early Spring

- Rain gear
- Long pants
- Jacket or Sweater/Sweat Shirt
- Boots
- Clothes that can get dirty

Late Spring

- Short sleeved shirt
- Short pants
- Swim suit if water activities scheduled
- Sandals
- Clothes that can get dirty

Early Fall

- Short sleeved shirt
- Short pants
- Swim suit if water activities scheduled
- Sandals
- Clothes that can get dirty

Late Fall

- Rain gear
- Long pants
- Jacket or Sweater/Sweat Shirt
- Boots
- Clothes that can get dirty

Be at the school by _____ am, on _____ . We will leave at _____ sharp!
We will be returning to the school by _____ pm, on _____ .

If you have any special requests, or concerns, please
call: _____ at: (_____) _____ .

If you have any last minute questions, please call: _____ at:
(_____) _____ .

Thank you for giving of your time for these students
See you next week!!

Letter #3 for Host Family

Dear

Thank you for your willingness to host: _____

Now, is not too soon to begin encouraging for him/her. Specific areas of encouragement are for:

- Physical strength,
- Insight into the emotional and spiritual needs of the students,
- Discernment in discipline issues, and
- For opportunities to impact individual students through "teachable moments".

If you have the time, please send a card of encouragement to your Chaperone during the week. It is very exciting to receive mail during the week. The mailing address is:

Northern California

Chaperone's Name/Name of School
c/o High Sierra Outdoor Institute
Salvation Army Camp Del Oro
20864 Rector Road
Nevada City, CA 95959

Southern California

Chaperone's Name/Name of School
c/o High Sierra Outdoor Institute
Thousand Pines Christian Camp
359 Thousand Pines Road
Crestline, CA 92325

Please try to think of "helps" that may be of special encouragement to your Chaperone. Suggestions include:

- Providing ready-to-eat meals for the family
- Sack lunches for the Chaperone's at-home children, and
- Babysitting (a sleepover might be a good way to include several helps in one).

Thank you for serving your school, your students, and other parents in this way. Your help is a big part of what makes this special program so successful.

With thanks,

High Sierra Outdoor Institute

Medical History

School _____ Program Dates _____

Student Name _____ Age _____ Birthdate _____

Parent or Guardian Name _____

Address _____ City _____ State/Zip _____

Home Phone _____ Work Phone _____

Emergency Contact Person in Case Parent/Guardian Cannot Be Reached

Name _____ Relationship _____

Address _____ City _____ State/Zip _____

Home Phone _____ Work Phone _____

Health Care Provider

Medical Insurance Company _____ Policy # _____

Physician or Clinic Name _____ Phone # _____

Dental Insurance Company _____ Policy # _____

Dentist Name _____ Phone # _____

Check Any Conditions Which Apply

Diabetes _____ Chronic Headache _____ Heart Condition _____

Seizures _____ Nose Bleeds _____ Asthma _____

Fainting _____ Sleep Walking _____ Other _____

Describe "Other" medical condition: _____

Immunization Dates

Tetanus _____ Polio _____ Measles _____ Mumps _____ Rubella _____

List Allergies

Foods _____ Insects _____ Drugs _____

Condition Requiring Medication _____ Medication and Dosage _____

Medications to Avoid _____ Physical Disabilities _____

Restriction of Activities _____

High Sierra Outdoor Institute

Waiver and Release of Liability

In consideration of High Sierra Outdoor Institute furnishing services and/or equipment and/or using my own equipment to enable me to participate in ropes course activities, hiking over active terrain, rock climbing, team building activities, water slide, lake swimming, skateboarding, paintball games, housing in cabins with bunk beds, active night games or any other activities associated with outdoor education programs, I agree as follows:

I FULLY UNDERSTAND AND ACKNOWLEDGE THAT:

- A) Risks and dangers exist in my use of the equipment and my participation in the activities stated above;
- B) My (or my child's) participation in such activities and/or use of such equipment may result in injury or illness including, but not limited to bodily injury, disease, strains, fractures, partial and/or total paralysis, death or other ailments that could cause serious disability;
- C) These risks and dangers may be caused by the negligence of the employees, officers, board members, or agents of High Sierra Outdoor Institute; the negligence of the participants, the negligence of others, accidents, breaches of contract, the forces of nature or other causes. These risks and dangers may arise from foreseeable or unforeseeable causes; but not limited to, instructor decision making, including that an instructor may misjudge terrain, weather, faulty equipment, trail route or location, lake water levels and risks of drowning, hazards that are integral to recreational activities that take place in a wilderness, outdoor or recreational environment;
- D) And by my (or my child's) participation in these activities and/or use of equipment, I hereby assume all risks and dangers and all responsibilities for any losses and/or damages, whether caused in whole or in part by the negligence or other conduct of the employees, officers, board members, or agents of High Sierra Outdoor Institute, or by any other person.

I, on behalf of myself, my personal representatives, and my heirs hereby voluntarily agree to release, waive, discharge, hold harmless, defend and indemnify High Sierra Outdoor Institute and its employees, officers, board members, or agents from any and all claims, actions or losses for bodily injury, property damage, wrongful death, loss of services or otherwise which may arise out of my participation in any of the activities stated above, or any other activities. I specifically understand that I am releasing, discharging, and waiving any claims or actions that I may have presently, or in the future due to negligent acts or other conduct by the employees, officers, board members, or agents of High Sierra Outdoor Institute.

I have read this waiver and release of liability and by signing it agree, it is my intention to exempt and relieve High Sierra Outdoor Institute from liability for personal injury, property damage or wrongful death caused by negligence or any other cause. I also understand that in signing as a parent or guardian in the event of an emergency the High Sierra Outdoor Institute staff transfers all responsibility for decision making and oversight for first aid or medical treatment of any kind to the school-designated First Aid Person that accompanies the school my child attends.

SCHOOL NAME _____

PARTICIPANT NAME _____

ADDRESS _____
Street City State Zip Code

PHONE NUMBER _____ EMAIL ADDRESS _____

PARENT or GUARDIAN NAME _____

SIGNATURE _____ DATE _____

High Sierra Outdoor Institute Transportation Roster

School _____ Phone _____

Coordinator _____ Cell Phone _____

Vehicle _____ Driver _____ Cell Phone _____

Please make sure that you have the right number of students and the right number of students in your vehicle. Please try to have female student gear and male student gear in separate vehicles, if possible. Please fill in the names of your students below, and conduct a ROLL CALL before departing the school for the program site. It is important to make sure that you do not have a student in your vehicle that is not on your roster. The High Sierra Outdoor Institute contact numbers are as follows:

Salvation Army Camp Del Oro - (530) 264-4701
Thousand Pines Christian Camp - (909) 338-2705

High Sierra Outdoor Institute - (530) 575-8988
Executive Director Charles Welch - (530) 205-7552

Date and Time leaving school: _____

Date and Time leaving program: _____

Student Names:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 7) _____
- 8) _____
- 9) _____

Please check with the students on your roster to make sure that each student has submitted the proper Student Registration Form to the Coordinating Teacher before departing the school grounds.

Please check with the students on your roster to ensure that each student knows where their clothing and other belongings are prior to departure from the program facility. It is always a good idea to double check, before departing, that personal items have not been left behind.

ATTENDANCE FAX SHEET

Name of School _____
Name of School Coordinator _____

School Phone _____ Coordinator Cell _____

Program Dates: _____ to _____

Please plan arrival by 10 am on the first day and departure by 1 pm on the final day

PLEASE COMPLETE and FAX to (530) 478-0281 - 14 DAYS prior to arrival

Total number of students attending: _____ Grade Levels: _____

Total number of BOYS: _____ Total number of GIRLS: _____

Total number of Adults: _____ Total number of Chaperones: _____

Total number of Classroom Teachers: _____

Total number of Additional Adults: _____

We will be arriving by _____ (bus or private vehicles)

**Special dietary requests: _____
(options may include vegetarian menu or special allergy concerns)**

**Additional information regarding menu request: _____

_____**

**Additional requests: _____

_____**

**ALL REQUESTS MUST BE PRE-APPROVED TWO WEEKS PRIOR TO
YOUR ARRIVAL**