

Required Forms Packet

Dear Teachers,

We want to thank you for making us your field trip destination. We appreciate the time and effort it takes to prepare your students for their program, and we will do everything we can to make their experience as rewarding as possible.

In order to help you better prepare for your field trip, we have provided a Required Forms packet that includes the following forms:

- Crew Sheet
- T-shirt Group Order Form
- Ditty Box FAX Sheet
- Parent Information Packet
- Safety Officer Information Packet

In addition to the Teacher Information Packet, we have also included the Safety Officer Information Packet and Parent Information Packet. Please note that this packet contains forms that must be photocopied and distributed to your parents and chaperones. **Please provide safety officers with copies of the Safety Officer Information Packet and the Parent Information Packet.**

These forms must then be brought with you on the day of your program. Make sure that you are familiar with the information and forms contained in all the packets, and that you collect all forms prior to boarding the bus for your field trip.

We look forward to working with your class! Please feel free to contact us if you have any questions regarding either the program, or the necessary paperwork and forms.

Sincerely,

Karin Vardaman
Maritime Director
Ocean Institute

Email: kvardaman@ocean-institute.org
Phone: (949) 496-2274, extension 218

CREWS FOR THE BEFORE THE MAST OVERNIGHT

Divide your class/group into five "crews." The five crews' names are the Galley, Hidegatherers, Boatswains, Linehandlers, and Riggers. Please limit the number of students in both the Galley and the Hidegatherer crews to no more than six and evenly distribute students in the other crews. Each crew needs to have a student mate (designated by "M" on the crew list) who is in charge of that particular crew. Each one of the crews will have an adult safety officer. **To ensure program integrity, parent chaperones will be assigned a crew different from their child.**

Crew: Galley	
M	
2	
3	
4	
5	
6	
Safety Officer:	

Crew: Hidegatherers	
M	
2	
3	
4	
5	
6	
Safety Officer:	

Crew: Boatswains	
M	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
Safety Officer:	
Safety Officer:	

Crew: Linehandlers	
M	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
Safety Officer:	
Safety Officer:	

Crew: Riggers	
M	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
Safety Officer:	

Maritime Overnight Group Order Form

Your students can take home more than just knowledge and memories! *Pilgrim* and *Spirit of Dana Point* t-shirts are available for both students and adults. This comfortable t-shirt features the logo of your ship and is *only* available to participants who have completed the program.

Please combine all individual order forms from your class onto one group order form and fax it to (949) 496-4296. **Orders must be received by the Ocean Institute at least six weeks prior to the program date** to guarantee the requested sizes and a complete order.

Ask parents to make checks payable to *Chambers Gallery*. All checks must include a driver's license number and a telephone number, and can be dropped off at the *Chambers Gallery* Book and Gift Store on the day of your program or mailed in advance.

Feel free to contact the *Chambers Gallery* Manager at (949) 496-2274 with any questions.

School Name: _____

Lead Contact: _____

Program Date: _____ Phone: _____

Which ship would you like featured on your class's t-shirts? (Please pick one.)

Brig Pilgrim

Spirit of Dana Point

Total Number of Shirts by Sizes:
(Adult Sizes Only)

Total Number of Other Items:

Small: _____ (\$12.50)

Brig Pilgrim Coin: _____ (\$6.00)

Medium: _____ (\$12.50)

Spirit of Dana Point Coin: _____ (\$6.00)

Large: _____ (\$12.50)

Spirit of Dana Point Travel Mug: _____ (\$11.00)

X- Large: _____ (\$12.50)

Two Years Before the Mast Book: _____ (\$13.00)

All prices of taxable items include sales tax computed to the nearest mill.

Total Number of Shirts (_____) x \$12.50 per Shirt \$ _____

Total Number of Ship Coins (_____) x \$6.00 per Coin \$ _____

Total Number of Travel Mugs (_____) x \$11.00 per Travel Mug \$ _____

Total Number of Two Years Books (_____) x \$13.00 per Book \$ _____

TOTAL AMOUNT DUE: \$ _____

Please ask parents to make checks payable to *Chambers Gallery*. Checks must include a driver's license number and a telephone number.

**FAX YOUR GROUP ORDER TO:
(949) 496-4296**

ORDERS MUST BE RECEIVED SIX WEEKS PRIOR TO YOUR TRIP

Ditty Box Reservation Form

To: Ocean Institute, Sarah Burgart

Date: _____

Fax #: (949) 496 – 4715

E-mail: sburgart@ocean-institute.org

DIRECTIONS FOR RESERVING DITTY BOX

Availability: Ditty Boxes are available for either two or four weeks prior to your program date. Numbers of available boxes are limited so please reserve your box early.

Cost: The fee is \$35.00 for two weeks or \$60.00 for four weeks. Boxes may be mailed to your school for an additional cost of \$25.00 shipping/handling. The rental fee will be added to your final bill, due and payable on the day of your program.

To Order: Please fill out and fax or e-mail the following form. Once we receive your reservation, we will call and confirm your pick-up or mailing date.

Return: Please return Ditty Boxes on date of program. Any missing items may be charged to your bill.

School / Group Name: _____

Teacher / Group Leader: _____

Program Date: _____

Program Type: *Before the Mast* _____ *Carry-on Mr. Bowditch* _____

School Phone: (____) _____ **Fax:** (____) _____

How long would you like your box? (2) weeks _____ (4) weeks _____

Pick – up? _____ Or Mail? _____

Pick – up date: _____ Pick-up time: _____

Pick-up and Return Location: Ditty Box pick-up and return is at the Ocean Institute Maritime Office located across from *Pilgrim* (early California customs house and barn replica)

Mailing Address (if applicable):

“While sea chests are fairly common, being carried by most all sailors in the old days, it is an interesting but not very well known fact that miniature chests were often used to hold ships’ papers and odd stuff, these smaller chests were called Ditty Boxes.” Tom Crosby’s Ditty Box

PARENT INFORMATION PACKET

Dear Parents,

Welcome to the Ocean Institute's **Before the Mast Overnight** Program. The staff of the Institute has worked hard to make sure that your child will learn a great deal while they are with us. This educational program promotes history, teamwork, critical thought, discipline, and the ability to make complicated decisions based on a growing self-confidence. We appreciate the time and effort it takes to prepare your child for this program, and we will do everything possible to make their experience as rewarding as possible.

We have included the following information and forms in this packet:

- Letters to the Sailors and Timeline
 - Sample Letter
 - Student Clothing and Things to Bring
 - Acknowledgement of Risk and Waiver
 - Student Medical Form
 - Administration of Medication forms
- Each participant should wear comfortable clothing appropriate to the activities and weather.
- Please keep in mind that each student must submit a completed **Student Medical Form** and a signed **Acknowledgment of Risk and Waiver** to the teacher before the program. If your child requires any prescription or non-prescription medication during the program, you must have the **Administration of Medication** form(s) signed by your doctor. The medication must be in the original container with clear instructions on both the schedule and dosage.

If you have any questions, please contact your child's classroom teacher. We are looking forward to working with your child.

LETTERS TO THE SAILORS FOR THE BEFORE THE MAST PROGRAM

During the evening “Dog Watch,” the Captain will take the entire crew below decks, where he will share nautical lore, sing sea chanteys, and discuss the history of the times. The “letters to the sailors” are a great introduction to this activity. These letters are a very important aspect of the program and greatly enhance this “Dog Watch” time.

We encourage you to write a letter to your child as if he or she was living in the year 1835. These should be secretly delivered to the teacher or group leader who will secretly bring them the day of the program and hand them to the First Mate. Imagine the amazement of the sailors when the Captain gives them their letter telling them of life back home on the farm or in Boston!

These letters should incorporate news items of the times so that the students can build upon the lessons they have learned (as well as provide some entertainment). The Captain will use the letters to begin a discussion of history.

Make sure that your letter does not refer to or reflect modern times. The year is 1835, and the students have signed aboard a merchant ship for a job as a sailor. Remember that the sailor has been away from home for one year. You are writing from back east—either from your farm or from your humble dwelling in the city. You can write about how life on the farm has been or the difficult times in the city, what is happening in the world, or exciting new inventions. The letters can be from the “parents,” “children,” “wife,” “suitor,” “friend” or whomever, but should mainly attempt to recreate the atmosphere of the times.

Remind the parents:

- President Andrew Jackson is in his second term in office
- The Boston Academy of Music recently opened
- Colt has patented the revolver
- The Texas War of Independence has begun
- The Wabash and Erie Canal are under construction
- Slavery is being abolished in the British Colonies, but still exists in parts of the United States
- Women do not have the right to vote
- Gas lighting has recently been invented
- There are no women aboard sailing ships
- A sailor’s life is arduous, and Captains are often cruel

A SAMPLE LETTER

31 December, 1835

Dear Son,

I hope this letter finds you well. It seems it has been years since I last saw you, but it has really only been a year. How I miss you, son, and I pray for the day that I can see you safe again. I can recall stories about how hard and treacherous shipboard life can be. I hope your captain is treating you well and that he is not working you too hard. I have heard that captains can be awfully demanding. Have courage, and don't let him squash your spirit, son. I want you to know that I support your decision to go to sea even though your father believes you should be out plowing the fields with him. Now that the drought is over, we have high hopes for a fine crop this year. I hope that you can be back in time for the harvest. Well, I imagine that you probably don't hear a lot of news while at sea, so I thought I would let you know about some things that are happening at home and around the world.

You remember our old cow Bessie? How could you forget? You milked her every morning for years. Well, she somehow got loose and started running towards the Miller's farm. Your brother Ned chased after her and grabbed her tail. Old Bessie dragged your brother and trampled over Mrs. Miller's prized tulips. My heavens, she was sore.

Your brother, Dusty, is living in Mexico right now. He recently wrote to me about a war he's gotten himself involved in. They call it the Texas War for Independence. It seems your brother and the citizens living there have decided that they want to become independent from Mexico. So I not only have to worry about you, but now I have to worry about your brother, Dusty. He also told me about a new gun he owns called the Revolver that was apparently patented by a man named Samuel Colt. Dusty tells me it can shoot up to six bullets before you have to reload again. Can you imagine that! Six bullets before reloading! Be sure and keep your brother in your prayers, O.K.?

Your fiancée, Mary Lou, stopped by the other day. She misses you something awful and says she often paces up down to the harbor with the hope of your early return. She said that she thanks the Lord everyday that women are not allowed on board ships. Can you believe she was going on and on about how women today don't have the right to vote. She mentioned she was getting together with some girlfriends and is involved in the new movement to allow women to vote. I have to admire her passion, but I don't have a lot of faith that women will be given that right anytime soon.

Speaking of voting, I hope you can arrive home before the next election. President Andrew Jackson, or "Old Hickory" as some people call him, is running for re-election in 1836. Though he has had some rough spots with his Jacksonian policies, he has been a decent president.

I recently read in the newspaper that slavery has been abolished in the British colonies. Now, I know that I disagree with the way England does a lot of things, but when I heard that they had abolished slavery in the British colonies my heart sung. I have always been against slavery, and I rejoice for those freed slaves. I hope slavery will someday be abolished in the United States. To take a man or woman and deprive them of their freedom is wrong.

The Erie and Wabash canals are currently being built. They just opened the first section of the canal. It allows boats to travel from Fort Wayne all the way to Huntington. My goodness, can you imagine that? There was a big celebration. I bet everyone in that part of the country are sure excited to see the canals completed, but I don't think that will happen for a while.

Let me tell you about some news happening around Boston. The Boston Academy of Music just opened. I remember how much you love music. Your little brother Lucky just turned five and got a drum for his birthday. He tells me that someday he will play well enough so he can attend the academy. Can you imagine that? Gas lighting has just been invented. You remember that expensive hotel on Main Street. Well, they just threw away all their candles, and they now have these new fancy gas lanterns. My heavens, they sure burn a lot brighter than candles do. I sure would like to buy one but, right now, they are expensive. I will just have to wait a few years for the price to be more affordable.

Well, I wish I could write more, but I've got to get supper started and served before your brothers get done with their chores. You will always be in my prayers. Fair winds and following seas.

With love, your Ma

STUDENT CLOTHING AND THINGS TO BRING

These programs are intended to recreate the austere life of a working sailor. However, participants are twenty-first century children and will be extremely uncomfortable if they do not bring adequate clothing and proper gear. **Remember, the crewmembers will be exposed to the elements onboard the ship. They must be prepared for all types of weather. A sunny warm day can quickly turn into a cool, windy, wet evening.**

All participants need to wear clothing that is safe (long pants and closed-toed shoes with good traction). Clothing should be comfortable to work in and old enough that parents will not mind if they get dirty or permanently stained. Avoid loose fitting clothing as these items can get caught in shipboard equipment and cause injury.

What to wear:

- Long comfortable pants
- Comfortable shirt
- Rubber-soled, closed-toed and closed-heeled shoes

All participants will require:

- 1 sleeping bag
- 1 sturdy bowl, cup, and spoon (no glass and no other eating utensils)
- 1 set of rain gear, including rain boots
- 2 sets of comfortable clothing, in case one gets wet
- 2 pairs of socks
- 1 extra pair of rubber-soled, closed-toed, and closed-heeled shoes (in case one pair gets wet)
- warm jacket, gloves, and hat** (knit cap, baseball hat)

Participants may NOT bring:

- shorts, skirts, or sandals
 - cell phones, pagers, or watches
 - jewelry of any kind (can get caught in shipboard equipment)
 - games and toys
 - gum, food, candy, sodas, etc. (no outside food allowed due to health code requirement)
 - electrical anything
 - cameras (except one or two adults may have a camera or video camera)
 - weapons, matches, or lighters
 - sunglasses (except adults)
- All gear is to be placed in large plastic trash bags so that it can withstand transit in all types of weather.
 - Please make sure that the students do not bring more gear than they can carry by themselves and will fit into one bag.
 - All bags should be labeled so that the students can easily identify their own gear.

STUDENT MEDICAL FORM

PLEASE PRINT CLEARLY

I/We, the parent(s) or guardian(s) of the participant named below, wish to register my/our child in the Ocean Institute's _____ Program. Dates attending _____ to _____.

Participant's Name (Last) _____ (First) _____

Home Phone (____) _____ Cell Phone(____) _____ Birth date ____ / ____ / ____

Address _____ City _____ State ____ Zip _____

In case of emergency, please notify: Parent(s)/Guardian(s) Name _____

Address _____ City _____ State ____ Zip _____

Daytime Phone Number (____) _____ *Business Number (____) _____

*Employer _____ *Social Security Number _____

Alternate Person in case of emergency, please notify: _____ at (____) _____

Name/Phone number of Family Physician _____

Name/Number of family medical insurance carrier _____

* For Medical Insurance Claims only

PARTICIPANT HEALTH INFORMATION

1. Does the participant have any physical or medical conditions or restrictions? Yes ____ No ____

If so, please describe: _____

If your child has a special medical or physical condition, your physician should understand that the participant will be away from home for two full days. Please have your physician write a note indicating agreement that the participant is fit enough to fully participate in the program and to also include any special instructions.

2. Is your child subject to any of the following? Please circle:

Homesickness Sleepwalking Bed wetting (send extra bedding) Car/motion sickness

3. Does your child have any dietary requirements or restrictions? Yes ____ No ____

If so, please describe: _____

4. Does your child have any allergies that may be of concern? Yes ____ No ____

If so, please describe the severity: _____

5. Has the participant recently been ill or exposed to any communicable diseases? Yes ____ No ____

If so, please explain: _____

ADMINISTRATION OF MEDICATION, PAGE 1

Name of Participant _____

Dates Attending _____

The nature of the program requires that all children participate in a variety of learning and social activities involving vigorous walking and hiking. Standardized, well-balanced meals are provided.

It is understood that the Ocean Institute is not legally obligated to administer medication to my/our child, and therefore, I/we agree to hold the Ocean Institute and its personnel free from any and all responsibility for the results of such medication, or the manner in which it is administered and to indemnify each of them against the loss of reason of any civil judgment arising out of these arrangements which may be rendered against them.

INSTRUCTIONS

No one is to administer medication to any child without authorization of the parent(s) or guardian(s). If you wish your child to receive medication you must fill out Part I: Prescription Medication and/or Part II: Non-Prescription Medication. These forms will be kept with the medication. **A parent/ guardian and physician's signature is required for each of these sections.**

Part I: Prescription Medication**MEDICATION 1**

Diagnosis _____ Date of Examination _____

Medication Prescribed _____ Dosage _____

Schedule and Method of Administration _____

Comments _____

Physician's Signature _____

Parent(s)/Guardian(s) Signature _____

MEDICATION 2

Diagnosis _____ Date of Examination _____

Medication Prescribed _____ Dosage _____

Schedule and Method of Administration _____

Comments _____

Physician's Signature _____

Parent(s)/Guardian(s) Signature _____

ADMINISTRATION OF MEDICATION, PAGE 2

Name of Participant _____

Dates Attending _____

Part II: Non-Prescription Medication

MEDICATION 1

Medication _____ Dosage _____

Reason for Administration on Medication _____

Schedule and Method of Administration _____

Comments _____

Physician's Signature _____

Parent(s)/Guardian(s) Signature _____

MEDICATION 2

Medication _____ Dosage _____

Reason for Administration on Medication _____

Schedule and Method of Administration _____

Comments _____

Physician's Signature _____

Parent(s)/Guardian(s) Signature _____

MEDICATION 3

Medication _____ Dosage _____

Reason for Administration on Medication _____

Schedule and Method of Administration _____

Comments _____

Physician's Signature _____

Parent(s)/Guardian(s) Signature _____

ACKNOWLEDGEMENT OF RISK AND WAIVER FOR ALL PARTICIPANTS

Welcome to the Ocean Institute! We want you and everyone to have a memorable and safe experience.

The Ocean Institute's environment, vessels, facilities, and activities are unique and different from your usual surroundings and activities. There are many inherent risks, dangers, and hazards and everyone must exercise caution at all times in order to avoid or minimize the risk of damage, injury, and death.

Examples of these risks, dangers, and hazards include, without limitation: (a) walking and standing surfaces that may be wet, slippery, moving, irregular, unstable, and rough; (b) open areas such as hatches into which someone could fall; (c) low or irregular lighting, or no lighting at all; (d) objects and equipment that could fall on someone; (e) low ceilings; (f) ropes, chains, and other items that could strike or entangle someone; (g) extreme and variable physical, weather, and ocean conditions, including darkness, sun glare, storms, and hot and cold temperatures; (h) vessels, docks, buildings, ladders, and stairs from which someone could fall; (i) vessels and docks that could pitch, roll, capsize, flood, collide, and sink; (j) gaps between a vessel and a dock that could open or close suddenly and unpredictably; (k) possible encounters with wildlife and plants; and (l) unavailability of medical attention and treatment.

If you attend and Ocean Institute activities, then you must exercise caution at all times to protect yourself and others from these risks, dangers, and hazards. If children or other persons under your care attend any Ocean Institute activities, then discuss these risks, dangers, and hazards with them as they too must exercise caution at all times.

Program Name:

Program Date:

Participant Name:

Last:

First:

Birth date:

Guardian Name:

Last:

First:

Home Phone:

Cell Phone:

Work Phone:

Address:

City:

State:

Zip:

Email:

If you attend any Ocean Institute activities, and/or if others under your care attend any Ocean Institute activities, then by checking the box below you, on behalf of yourself and such other persons, shall be deemed to have read and understood this document and to have irrevocably waived any and all claims against the Ocean Institute and its directors, officers, employees, contractors, volunteers, agents, and insurers for damage, injury, accident, illness, or death occurring during or by reason of such activities.

Additionally, I authorize the use of photos taken of me and others under my care by the Ocean Institute for its promotional purposes.

As the Parent/Guardian, I have read and agree to the statements made on this document.

Today's Date:

Spirit of Dana Point Individual Order Form

Take home more than just knowledge and memories! Souvenir **Spirit of Dana Point t-shirts** are available for both students and adults. This comfortable t-shirt features the ship logo and is *only* available to participants who have completed the program.

Please make checks payable to *Chambers Gallery*. All checks must include a driver's license number and a telephone number. Orders are due to your child's teacher at least six weeks before the program date.



School: _____
Teacher: _____
Student: _____

Please mark the number of each item that you would like to order:

Spirit of Dana Point T-Shirts: (Adult Sizes Only)	Other Items:
Small: _____ (\$12.50)	Spirit of Dana Point Coin: _____ (\$6.00)
Medium: _____ (\$12.50)	Brig Pilgrim Coin: _____ (\$6.00)
Large: _____ (\$12.50)	Spirit of Dana Point Travel Mug: _____ (\$11.00)
X- Large: _____ (\$12.50)	<u>Two Years Before the Mast</u> Book: _____ (\$13.00)

All prices of taxable items include sales tax computed to the nearest mill.

AMOUNT DUE: \$ _____

PAYING BY: _____ Cash _____ Check

Please make checks payable to *Chambers Gallery*. Checks must include a driver's license number and a telephone number.

Please mail in order forms and payment to:
 Debbie Franks, Ocean Institute
 24200 Dana Point Harbor Drive
 Dana Point, Ca. 92629

Order must be received at least six weeks prior to program date.

Brig *Pilgrim* Individual Order Form

Take home more than just knowledge and memories! Souvenir **Brig *Pilgrim* t-shirts** are available for both students and adults. This comfortable t-shirt features the ship logo and is *only* available to participants who have completed the program.

Please make checks payable to *Chambers Gallery*. All checks must include a driver's license number and a telephone number. Orders are due to your child's teacher at least six weeks before the program date.



School: _____
 Teacher: _____
 Student: _____

Please mark the number of each item that you would like to order:

Brig *Pilgrim* T-Shirts:
(Adult Sizes Only)

- Small: _____ (\$12.50)
- Medium: _____ (\$12.50)
- Large: _____ (\$12.50)
- X- Large: _____ (\$12.50)

Other Items:

- Brig *Pilgrim* Coin:** _____ (\$6.00)
- Spirit of *Dana Point* Coin:** _____ (\$6.00)
- Spirit of Dana Point* Travel Mug:** _____ (\$11.00)
- Two Years Before the Mast Book:** _____ (\$13.00)

All prices of taxable items include sales tax computed to the nearest mill.

AMOUNT DUE: \$ _____

PAYING BY: _____ Cash _____ Check

Please make checks payable to *Chambers Gallery*. Checks must include a driver's license number and a telephone number.

Please mail in order forms and payment to:

Debbie Franks, Ocean Institute
24200 Dana Point Harbor Drive
Dana Point, Ca. 92629

Order must be received at least six weeks prior to program date.

SAFETY OFFICER INFORMATION PACKET

Dear Safety Officers,

Welcome Aboard! You will soon be participating in an exciting voyage aboard a tallship where students recreate the life of a sailor. This unique program is designed to teach history using role-playing and a hands-on approach. In order to help you better prepare for your field trip, we have provided this Safety Officer Information Package that includes the following forms:

- Adult Clothing and Supply List
- Adult Medical Form
- Acknowledgement of Risk and Waiver

The students have been prepared to role-play, and they understand that they will be going on an imaginary voyage. In addition to the program's historical instruction, the students will be challenged to develop problem-solving and teamwork skills while experiencing lessons in responsibility.

As a safety officer, you will be signing aboard as one of the "greenhand sailors" with the understanding that you are to be an active participant. Safety officers are responsible for keeping an eye out for potential safety problems and assist in keeping discipline. No more than one adult should be taking pictures or video, since this becomes a distraction. All adults should be prepared to participate in every aspect of the program including role-play and taking orders from the student mates.

Your main responsibility as a safety officer is to assist your crew in standing night watch. The Captain will give you all the instructions after the evening's activities—it is your job to maintain the safety of the watch and to motivate the students during their duty.

The students will be told that you are another hand in the crew—it is important that you play along with the role. Please be ready to lend your body, but never your mind—let the students do the problem solving. It is the process, and not the product, which our program encourages. We cannot stress enough that your attitude influences the success of the entire voyage. We ask that you stay with your crew and participate through positive role-play and teamwork. Most of all, enjoy watching your students learn and grow through their experiences.

Requirements:

- Know the scenario of the program
- Familiarize yourself with the resource materials included in the teacher preparation package
- Understand the basic terminology used onboard: Aye, Avast, Carry-on, etc.
- Do not sign up for the same crew as your child
- Be sure to check the list of things to bring!
- No cell phones or pagers allowed
- No smoking permitted on board, on the dock, or on any Ocean Institute property
- **Safety officers must stay aboard the vessel with their crew for the entirety of the program. Safety officers will not have the opportunity to leave the premise to smoke, make telephone calls, etc.**
- No late arrivals or early departures—no exceptions. You must be able to make the full commitment for the entire program—2:30 PM until 9:00 AM

The safety of all participants is our first priority.

- Our instructors are certified in CPR and first aid
- We do have a phone onboard to make outgoing calls should an emergency arise
- We follow all Fire Marshal, Health Department, and United States Coast Guard regulations

ADULT CLOTHING AND THINGS TO BRING

These programs are intended to recreate the austere life of a working sailor. However, you will be extremely uncomfortable if you do not bring adequate clothing and proper gear. Remember, the crewmembers will be exposed to the elements onboard the ship and must be prepared for all types of weather. A sunny warm day can quickly turn into a cool, windy, wet evening.

All participants need to wear clothing that is safe (long pants and closed-toed shoes with good traction). Clothing should be comfortable to work in and old enough that you will not mind if they get dirty and potentially permanently stained. Avoid loose fitting clothing as these items can get caught in shipboard equipment and cause injury.

All participants will require:

- 1 sleeping bag
- 1 bowl, cup, and spoon (no glass)
- 1 set of rain gear, including rain boots
- 2 sets of comfortable clothing, in case one gets wet
- 2 pairs of socks and closed-toed rubber-soled shoes
- warm jacket, gloves, and hat

Participants may NOT bring:

- shorts, skirts, or sandals
 - cell phones, pagers, or watches
 - jewelry of any kind
 - games and toys
 - gum, food, candy, sodas, etc.
 - electrical anything
 - cameras (except one or two adults may have a camera or video camera)
 - weapons, matches, or lighters
 - sunglasses (except adults)
- All gear is to be placed in large plastic trash bags so that it can withstand transit in all types of weather.
 - Please make sure that all your gear will fit into one bag.
 - All bags should be labeled so that you can easily identify your own gear.

ADULT MEDICAL FORM

Name _____

Address _____ City _____ State _____ Zip _____

Home Telephone Number (____) _____ - _____

Age _____ Date of Birth ____/____/____

Social Security Number _____ - _____ - _____

Closest Relative (to notify in the event of an emergency)

Name _____

Address _____ City _____ State _____ Zip _____

Home Telephone Number (____) _____ - _____

Work Telephone Number (____) _____ - _____

Additional Emergency Contact

Name _____

Address _____ City _____ State _____ Zip _____

Home Telephone Number (____) _____ - _____

Work Telephone Number (____) _____ - _____

Insurance Information

Medical Insurance Group Name and Number _____

Additional Information

Do you have any physical or medical conditions or restrictions?

If yes, please explain _____

Do you have any allergies? Please specify _____

Do you regularly take any prescription medications? Please specify _____

Please note that all prescription medication MUST be in original bottle as prescribed by the doctor.

ACKNOWLEDGEMENT OF RISK AND WAIVER FOR ALL PARTICIPANTS

Welcome to the Ocean Institute! We want you and everyone to have a memorable and safe experience.

The Ocean Institute's environment, vessels, facilities, and activities are unique and different from your usual surroundings and activities. There are many inherent risks, dangers, and hazards and everyone must exercise caution at all times in order to avoid or minimize the risk of damage, injury, and death.

Examples of these risks, dangers, and hazards include, without limitation: (a) walking and standing surfaces that may be wet, slippery, moving, irregular, unstable, and rough; (b) open areas such as hatches into which someone could fall; (c) low or irregular lighting, or no lighting at all; (d) objects and equipment that could fall on someone; (e) low ceilings; (f) ropes, chains, and other items that could strike or entangle someone; (g) extreme and variable physical, weather, and ocean conditions, including darkness, sun glare, storms, and hot and cold temperatures; (h) vessels, docks, buildings, ladders, and stairs from which someone could fall; (i) vessels and docks that could pitch, roll, capsize, flood, collide, and sink; (j) gaps between a vessel and a dock that could open or close suddenly and unpredictably; (k) possible encounters with wildlife and plants; and (l) unavailability of medical attention and treatment.

If you attend and Ocean Institute activities, then you must exercise caution at all times to protect yourself and others from these risks, dangers, and hazards. If children or other persons under your care attend any Ocean Institute activities, then discuss these risks, dangers, and hazards with them as they too must exercise caution at all times.

Program Name:

Program Date:

Participant Name:

Last:

First:

Birth date:

Guardian Name:

Last:

First:

Home Phone:

Cell Phone:

Work Phone:

Address:

City:

State:

Zip:

Email:

If you attend any Ocean Institute activities, and/or if others under your care attend any Ocean Institute activities, then by checking the box below you, on behalf of yourself and such other persons, shall be deemed to have read and understood this document and to have irrevocably waived any and all claims against the Ocean Institute and its directors, officers, employees, contractors, volunteers, agents, and insurers for damage, injury, accident, illness, or death occurring during or by reason of such activities.

Additionally, I authorize the use of photos taken of me and others under my care by the Ocean Institute for its promotional purposes.

As the Parent/Guardian, I have read and agree to the statements made on this document.

Today's Date: