

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 Form
- Risk and Waiver Form (required for all program participants, including students and adults)
- T-shirt Group Order Form
- T-Shirt Individual Order Form

IT IS IMPORTANT THAT YOU ARE FAMILIAR WITH ALL THE INFORMATION AND FORMS FOUND IN THIS PACKET. These pages are ready to be copied and distributed to the appropriate participants.

Please note that this packet contains forms that must be photocopied and distributed to your parents and chaperones. Please make sure that you provide both students and safety officers with copies of the Risk and Waiver Form. These forms must then be brought with you on the day of your program. Please 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

CREW MANIFEST FOR *REVENUE CUTTER SERVICE SAILING PROGRAM*

Divide your class/group into three "crews" of equal size. 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 different crew than their child.**

Crew: Port	
M	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
Safety Officer:	
Safety Officer:	

Crew: Starboard	
M	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
Safety Officer:	
Safety Officer:	

Crew: Midship	
M	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
Safety Officer:	

Total Adults: _____

Total Students: _____

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:

Maritime Program 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)

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 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

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)	

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)

Other Items:

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

- Brig *Pilgrim* Coin:** _____ (\$6.00)
- Spirit of *Dana Point* Coin:** _____ (\$6.00)
- Spirit of *Dana Point* Travel Mug:** _____ (\$11.00)

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
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