

**REQUIRED FORMS PACKET**

Dear Teachers,

Soon, you and your students will begin the By the Great Horn Spoon program! During this living history program, your students will step into the shoes of Forty-Niners to discover what life was like during the California Gold Rush.

This exciting two-day program begins at the Ocean Institute, where student "companies" will learn the skills necessary to sail a tall ship around Cape Horn to California. They act the part of sailors, raising sail, and delivering cargo for an ornery ship's captain in order to earn money that they can bring with them to the Gold Fields.

After the "arrival" in California, your school will depart for the Lazy W Ranch. This beautiful setting turns into a mining boomtown, as students participate in a Gold Rush-era Town Meeting around a campfire. After spending the night in a rustic cabin, students take to the fields in their mining "companies" as they spend their hard-earned California dollars on panning equipment and a trail guide. Only a few will strike it rich, but the time they spend in the gold fields will create memories for a lifetime.

This program combines "living history" with experiential education and fun to create an adventure that your students will never forget. The curriculum of the program is aligned with California Content Standards. Ocean Institute instructors take the role of authentic characters from the Gold Rush in order to create a realistic experience for your class. As your students become immersed in the experience, they will discover the challenges faced by real Forty-Niners and will understand how lessons learned in the past relate to our lives today.

As the program date nears, please review the administrative checklist and program agreement for final preparations before your program.

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

- Program Information Sheet (2 pages)
- Cabin Group list
- Mining Company list
- Parent Information Packet
- Chaperone Information Packet

Please note that this packet contains forms that must be photocopied and distributed to your parents and chaperones. 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,

Sara Ludovise  
Outdoor Education Program Director  
Ocean Institute

Phone: (949) 496-2274, extension 344  
Email: sludovise@ocean-institute.org

# By the Great Horn Spoon! Overnight

## Program Information Form

School: \_\_\_\_\_ Program Date (s): \_\_\_\_\_

Names of Teachers Attending: \_\_\_\_\_

Number of Participants: Students: \_\_\_\_\_ Adults: \_\_\_\_\_ Teachers: \_\_\_\_\_

Number of Cabins Needed: Boy Cabins: \_\_\_\_\_ Girl Cabins: \_\_\_\_\_  
(Max 10 people per cabin; must have at least one chaperone in each cabin)

Will you need separate accommodations for your teachers? \_\_\_\_\_

How is your luggage being transported? Bus Cars UHaul Other \_\_\_\_\_

*\*We highly encourage the use a U-Haul for the transportation of luggage and are willing to assist you with the logistics and cost. Please contact the Program Director at (949) 496-2274 ext. 344 for details.*

Will your bus drive on the 1.5 mile dirt road to the Lazy W Ranch to pick you up on Day 2? \_\_\_\_\_

Will any individuals be picked up before the end of the program? If yes explain: \_\_\_\_\_

Will your parent chaperones drive separately? \_\_\_\_\_ If yes how many? \_\_\_\_\_

**Special Dietary Needs:** The Lazy W Ranch can accommodate vegetarians and most allergies if notified in advance. Please help us prepare for your meals by completing a list of any dietary needs your students and chaperones may have. A list of our definitions is provided to prevent communication errors. Please use an additional page if necessary.

- Vegan: eats no animals or animal products. \*Additional food should be brought.
- Vegetarian: eats no animals.
- Meat Restrictions: does not eat certain meat products. Please list restriction (pork, beef, chicken)
- Kosher: eats no meat products, cannot use same dishes that were used for meat. \*Food and dishes must be brought.
- Allergies - Please list EVERYTHING (including non-food items) to which a student or adult is allergic. Please be specific (for example, list whether a person is allergic to all nuts or just peanuts). Since the severity of allergies can vary, please use the scale of severity listed below. **Indicate severity by putting a number by the allergy listed.**
  1. Will have a small reaction, such as itchiness or hives.
  2. Will have a severe itchiness; requires medical attention.
  3. Will have trouble breathing.
  4. Will stop breathing immediately
  5. Will stop breathing immediately, even if someone else touched the item, and then touched their skin.

Name: \_\_\_\_\_ Restriction: \_\_\_\_\_

Name: \_\_\_\_\_ Restriction: \_\_\_\_\_

Name: \_\_\_\_\_ Restriction: \_\_\_\_\_

Name: \_\_\_\_\_ Restriction: \_\_\_\_\_

Name: \_\_\_\_\_ Restriction: \_\_\_\_\_

Name: \_\_\_\_\_ Restriction: \_\_\_\_\_

Name: \_\_\_\_\_ Restriction: \_\_\_\_\_

**What is the grade level of the students and how much of the curriculum will they have covered by the program? Explain.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Are there any special circumstances you would like us to be aware of?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Special Needs:** Please help us make all students comfortable and better able to learn by letting us know prior to your program about any physical, mental, or emotional limitations that students may have. These may include casts, ADHD, wheelchairs, learning disabilities, hearing impairments, a history of heat exhaustion, etc.

Name: \_\_\_\_\_ Restriction: \_\_\_\_\_

Name: \_\_\_\_\_ Restriction: \_\_\_\_\_

Name: \_\_\_\_\_ Restriction: \_\_\_\_\_

Name: \_\_\_\_\_ Restriction: \_\_\_\_\_

Name: \_\_\_\_\_ Restriction: \_\_\_\_\_

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**Time of departure from school on the first day of the program:** \_\_\_\_\_

**Time of departure from the Lazy W on the second day:** \_\_\_\_\_

(Please schedule your bus to arrive at 12:30 PM at the Lazy W Ranch.)

**PLEASE COMPLETE AND EMAIL TO [rgomez@ocean-institute.org](mailto:rgomez@ocean-institute.org) OR FAX TO (949) 496-4296 AT LEAST ONE MONTH BEFORE YOUR PROGRAM DATE.**

## CABIN GROUPS

Use this worksheet to help make your cabin groups. There are fourteen cabins available for our use at the Lazy W Ranch. Each cabin can accommodate a total of ten people. Cabin groups consist of nine students (same sex) and one adult chaperone. You may have two chaperones and eight students in each cabin. Please do not bring more than two adults for each cabin on the field trip. Please bring at least one copy of this list with you on the first day of the program.

Cabin:	
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7	
8	
9	
Chaperone(s):	

Cabin:	
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Chaperone(s):	

Cabin:	
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Chaperone(s):	

Cabin:	
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Chaperone(s):	

Cabin:	
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9	
Chaperone(s):	

Cabin:	
1	
2	
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4	
5	
6	
7	
8	
9	
Chaperone(s):	

### MINING COMPANIES

Use this worksheet to prepare your "Mining Companies" for your program at the Lazy W Ranch. Each company should have up to 15 boys and girls. Please print first and last names. Bring a copy of this sheet with you to your program.

Company Name:	
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15	
<b>C</b>	
<b>C</b>	

Company Name:	
L	
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Company Name:	
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Company Name:	
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<b>C</b>	
<b>C</b>	

L = Student Leader of the Company

C = Chaperone

## Maritime Overnight Group Order Form

Your students can take home more than just knowledge and memories! ***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 a Maritime 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:** \_\_\_\_\_

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

**Small:** \_\_\_\_\_ (\$12.50)

**Medium:** \_\_\_\_\_ (\$12.50)

**Large:** \_\_\_\_\_ (\$12.50)

**X- Large:** \_\_\_\_\_ (\$12.50)

**Total Number of Other Items:**

**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.

**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

**PARENT INFORMATION PACKET**

Dear Parents,

Your child is about to participate in an exciting adventure ranging from the classroom to the shoreline of historic Dana Point, to the hills of the Cleveland National Forest as we take them on a journey through California history.

"By the Great Horn Spoon!" is a living history program set during the California Gold Rush. Our instructors play the part of historical characters to create an authentic '49 experience for your child. This program is design to complement 4<sup>th</sup> grade Social Science curriculum; everything they do and experience during the field trip will match up with what their class is studying back at school.

Your child's adventure begins in their classroom, where classmates join together to create a Mining Company and to make plans to "leave" for California. On the day of their field trip, the adventure begins at the Ocean Institute in Dana Point, where student "companies" will learn the skills necessary to sail a tall ship around Cape Horn to California. They act the part of sailors, raising sail and delivering cargo for an ornery ship's captain in order to earn money that they can bring with them to the Gold Fields.

After "arriving" in California, your child's class will depart for the Lazy W Ranch. This beautiful setting turns into a mining boomtown, as students participate in a Gold Rush-era Town Meeting around a campfire. After spending the night in a rustic cabin, students take to the fields in their mining companies as they spend their hard-earned California dollars on panning equipment and a trail guide. Only a few will strike it rich, but the time they spend in the gold fields will create memories for a lifetime.

In order to help you prepare your child for his/her field trip, we have provided the Parent Information Package that includes the following information and forms:

- "Letters from Home" Introduction
- Wildlife and Safety Precautions
- Student Clothing and Supply List
- Acknowledgement of Risk and Waiver for All Participants
- Student Medical form
- Administration of Medication forms

Each child must arrive the first day with a completed Medical Form and an Acknowledgement of Risk. If your child requires any prescription or over-the-counter medication during the day, you must have the Administration of Medication form(s) completed by your doctor. The medication must be in the original container with clear instructions on both schedule and dosage.

If you have any questions, please contact your child's classroom teacher. We are looking forward to hosting your child on our program!

## LETTERS FROM HOME

During the evening "Town Meeting," the camp boss will meet with the entire group around the campfire to debate current issues, deal with camp business, and discuss the history of the times. The "Letters to the Forty-Niners" are a great introduction to this activity. These letters are a very important aspect of the program and greatly enhance this "Town Meeting" time.

We encourage you to write a letter to your child that can be delivered during the program to give them news from home! This letter should be written to your child as if they were living in the year 1850. Please make sure that the letter is clearly addressed to your child on the outside. As well as news from home, please include news items of the times so that the students can build upon the lessons they have learned (as well as provide some entertainment). The camp boss will use the letters to begin a discussion of history.

You should secretly deliver this letter to your child's teacher, who will bring them the day of the program and hand them to the program administrator. Imagine the amazement of the sailors when the captain gives them their letters telling them of life back home on the farm or in Boston!

Please understand that the letters should not refer to or reflect modern times. The year is 1850, and the students have signed aboard a merchant ship for a job as a sailor. Remember, the Forty-Niner has been away from home for one year! You take the role of a parent who is writing from back east—either from the family farm or from their 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 attempt to recreate the atmosphere of the times.

### Some current events in 1850:

- James Marshall discovered gold on January 21, 1848. He was working for an agriculturalist and businessman named John Sutter, who was building a lumbermill.
- Zachary Taylor was President when the Gold Rush first began. He died on July 9, 1850, due to unknown causes. Millard Fillmore succeeded him as President.
- The Seneca Falls Convention, which was the first convention held in support of women's rights, took place in New York in 1848. A group of women led by Elizabeth Cady Stanton presented the "Declaration of Sentiments," which was modeled on the Declaration of Independence.
- Regular steamboat service from the East Coast to the West Coast began in early 1849, in response to increased demands for transportation due to the Gold Rush.
- Henry Clay introduced the Compromise of 1850 (which allowed California to become a state) on January 29, 1850.
- The Scarlet Letter by Nathaniel Hawthorne was published in March 1850.
- After a long debate and much haggling, California became a state on September 9, 1850.
- Fire was a huge problem in early San Francisco, as many houses built during the Gold Rush were quickly and shoddily constructed. By 1850, Fire Departments were beginning to form throughout the city to respond to the constant threat of fire. These fire departments were mistrusted by the majority of the population, who were suspicious of men who made their livelihood by putting out fires.

## SAFETY AND WILDLIFE PRECAUTIONS

The "By the Great Horn Spoon!" program takes place both at the Lazy W Ranch and at the Ocean Institute in Dana Point. All teachers, chaperones, parents, and students must understand safety rules for BOTH facilities before the start of the program.

For programs that go to sea on ***Spirit of Dana Point***, strict adherence to safety regulations is required. *Spirit of Dana Point* is a working tall ship, and her crew is trained in Coast Guard-certified safety policies and procedures.

- All participants must wear rubber-soled shoes and long pants.
- While onboard *Spirit of Dana Point*, students must stay out of the rigging, stay away from rails, and follow instructions at all times.
- The first mate will point out safety hazards and discuss procedures in case of an emergency with the students once the program has begun. All students must listen to the safety talk.

If you are concerned about seasickness on board, there are several things that you and your students can do to avoid seasickness on day sailing programs. Have your child eat a good breakfast or lunch before the cruise—make sure that you avoid sweets and greasy foods! You can also let them take anti-motion medication at least 2 hours before boarding the vessel. We recommend a **non drowsy** form of Dramamine or Bonine.

The **Lazy W Ranch** is located in the Cleveland National Forest, which is a designated wilderness area. Animal residents of the area that make precautions necessary include mountain lions, bobcats, coyotes, rattlesnakes, scorpions, and bees. While encounters with these animals are rare, both adults and students must be aware of camp policies and procedures. Close supervision of students by the accompanying adults is essential, and strict adherence to the camp rules is necessary.

All teachers, chaperones, and students attending the "By the Great Horn Spoon!" program must read and understand the following wildlife and safety rules for the Lazy W Ranch before their visit:

- All students must remain in close proximity of an instructor or chaperone. Close proximity shall be strictly defined as "visual contact."
- Two adults will accompany each "mining company" at all times. While on the trail, an Ocean Institute instructor will lead the group and a designated chaperone will follow.
- At least one chaperone will oversee the recreation area during the recreation periods. At least one chaperone will oversee the cabin and shower areas before and after dinner.
- Students are never to go anywhere alone.
- Food (including gum and candy) is not allowed in the cabins or on the trails.
- Closed-toed shoes must be worn at all times (except for sleeping and showering). Students will be required to wear long pants on trails.
- Littering is not tolerated.
- Students should not touch any of the camp animals or pets, including the cats and dogs.
- The stream area is off limits unless accompanied by an instructor during an organized activity.
- Students must remain in their cabins from "lights out" until 7:00 AM, except for bathroom visits. Chaperones must accompany students on night bathroom visits.
- Instructors will carry walking sticks, air horns, and emergency first aid kits on hiking trails. In addition, all instructors are First Aid and CPR certified.
- Cabin raiding is not allowed.

**STUDENT CLOTHING AND SUPPLY LIST**

Remember, pack as carefully as possible! You will have to carry your own belongings. The weather at sea and at camp can be unpredictable, so please make sure that you are prepared for all kinds of weather. Everyone needs a rain jacket with a hat or a rain poncho. You will also be getting dirty and wet. Mark all of your belongings with your name.

- 1 Lunch with a drink for the first day
- 1 Sleeping bag
- 1 Pair of pajamas
- 2 Pair of pants (no shorts, please)
- 1 Sweater or sweatshirt
- 1 Jacket
- 2 Shirts
- 2 Pair of underwear
- 2 Pair of tennis shoes with good tread (they will get muddy)
- 4 Pair of socks
- Towel and washcloth
- Toilet Kit: soap, toothbrush and toothpaste, comb, etc.
- Rain gear: raincoat, poncho, or waterproof jacket
- Sunscreen
- Hat
- Water Bottle
- Flashlight

**Optional Items:**

- Pillow
- Shower shoes
- Camera
- Book
- Hair dryer
- Mittens and stocking cap

**Do Not Bring:**

- Candy, food other than lunch, gum
- Knives
- Radios, personal listening devices, or electronic games
- Curling irons

# 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 By the Great Horn Spoon 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 judgement 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.

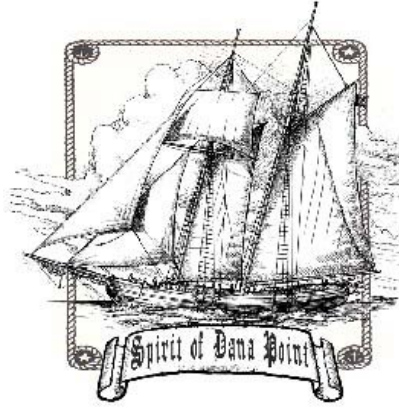
As the Parent/Guardian, I have read and agree to the statements made on this document.

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)

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 return order forms to \_\_\_\_\_  
by \_\_\_\_\_.**

## CHAPERONE INFORMATION PACKET

Dear Chaperones,

Welcome! Thank you for your help in making this program a success. We recognize and appreciate the personal commitment that you have made. This brief introduction will help you prepare for this unique and challenging educational experience. In addition to this introduction, the onsite administrator will meet with you at the beginning of your program to answer any questions that you might have.

During the course of the program, the students will be stepping into the shoes of Forty-Niners on the California Gold Rush. Our instructors will be role-playing as historical characters to create a living history environment. As a chaperone, you will participate in this role-playing experience as well. Be prepared to travel back in time and experience life as a Forty-Niner!

The "By the Great Horn Spoon!" program takes place at several different sites. We begin at the Ocean Institute, where student "mining companies" work for a ship's captain in order to earn their passage to California. Students act the part of sailors, delivering cargo and raising sail for an ornery ship's captain in order to earn money that they can bring with them to the Gold Fields.

After the "arrival" in California, your group will depart for the Lazy W Ranch. This beautiful setting turns into a mining boomtown, as students participate in a Gold Rush-era Town Meeting around a campfire. After spending the night in a rustic cabin, students take to the fields in their mining "companies" as they spend their hard-earned California dollars on panning equipment and a trail guide. Only a few will strike it rich, but the time they spend in the gold fields will create memories for a lifetime.

You, as a chaperone, play an important role in all phases of the program. Below is a brief description of your responsibilities. Please take a few minutes to read this information. If you have any questions, comments, or concerns, please contact your classroom teacher.

### **ROLE OF CHAPERONES**

Chaperones assist both the students and the staff with the operation of the "By the Great Horn Spoon!" program. We ask you, as chaperones for "By the Great Horn Spoon," to fill three roles.

- **SUPERVISOR:** As chaperones, you are asked to monitor students at all times. You function as an extra set of eyes on the ship, as well as on the trails, in the cabins, and in the recreation areas while at camp. While chaperones are supervising students, the "visual contact" rule shall be strictly enforced. The students for whom the chaperone is responsible must be within the chaperone's view. For example, at recreation time, the chaperone will oversee her/his own cabin group either in the cabin or in the recreation area.
- **ROLE MODEL:** Chaperones are asked to serve as role models for the students. We have found that the students' experience is influenced greatly by positive adult role models. Please follow the same rules and guidelines as the students.
- **PARTICIPANT:** Chaperones get to have fun, too! You will participate in the program alongside the students and spend time with them at sea, on the playground, and in the cabins. We hope that you, as well as the students, learn something from your experience with us, and we always encourage chaperones to find quiet moments to ask questions.

We truly appreciate all of your help. You have a strong influence on the students' success and enjoyment during the "By the Great Horn Spoon!" program, and we could not run the programs without your support and participation.

## SAFETY AND WILDLIFE PRECAUTIONS

The "By the Great Horn Spoon!" program takes place both at the Lazy W Ranch and at the Ocean Institute in Dana Point. All teachers, chaperones, parents, and students must understand safety rules for BOTH facilities before the start of the program.

For programs that go to sea on *Spirit of Dana Point*, strict adherence to safety regulations is required. *Spirit of Dana Point* is a working tall ship, and her crew is trained in Coast Guard-certified safety policies and procedures.

- All participants must wear rubber-soled shoes and long pants.
- While onboard *Spirit of Dana Point*, students must stay out of the rigging, stay away from rails, and follow instructions at all times.
- The first mate will point out safety hazards and discuss procedures in case of an emergency with the students once the program has begun. All students must listen to the safety talk.

If you are concerned about seasickness on board, there are several things that you can do to avoid seasickness on day sailing programs. Eat a good breakfast or lunch before the cruise—make sure that you avoid sweets and greasy foods! You can also take anti-motion medication at least 2 hours before boarding the vessel. We recommend a **non drowsy** form of Dramamine or Bonine.

The **Lazy W Ranch** is located in the Cleveland National Forest, which is a designated wilderness area. Animal residents of the area that make precautions necessary include mountain lions, bobcats, coyotes, rattlesnakes, scorpions, and bees. While encounters with these animals are rare, both adults and students must be aware of camp policies and procedures. Close supervision of students by the accompanying adults is essential, and strict adherence to the camp rules is necessary.

- All students must remain in close proximity of an instructor or chaperone. Close proximity shall be strictly defined as "visual contact."
- Two adults will accompany each "mining company" at all times. While on the trail, an Ocean Institute instructor will lead the group and a designated chaperone will follow.
- At least one chaperone will oversee the recreation area during the recreation periods. At least one chaperone will oversee the cabin and shower areas before and after dinner.
- Students are never to go anywhere alone.
- Food (including gum and candy) is not allowed in the cabins or on the trails.
- Closed-toed shoes must be worn at all times (except for sleeping and showering). Students will be required to wear long pants on trails.
- Littering is not tolerated.
- Students should not touch any of the camp animals or pets, including the cats and dogs.
- The stream area is off limits unless accompanied by an instructor during an organized activity.
- Students must remain in their cabins from "lights out" until 7:00 AM, except for bathroom visits. Chaperones must accompany students on night bathroom visits.
- Instructors will carry walking sticks, air horns, and emergency first aid kits on hiking trails. In addition, all instructors are First Aid and CPR certified.
- Cabin raiding is not allowed.

Upon arrival at the program, the on-site administrator will review these rules and guidelines with the students and chaperones. If there are discipline or safety concerns during the program, the on-site administrator will work with the teachers to resolve issues appropriately following the school's normal procedures.

## **SAFETY PRECAUTIONS AT SEA AND ON THE TRAIL**

### **VISUAL CONTACT**

The Visual Contact rule has been implemented at the Ocean Institute to ensure the safety of the students. This rule stipulates that students must be within view of an adult any time they are outside of a building. Students must be accompanied by their cabin chaperones to and from the recreation/meeting area, cabin area, dining hall, and restrooms. The Visual Contact rule will be strictly enforced throughout the "By the Great Horn Spoon!" program.

### **SUPERVISION ON THE BOAT**

Classroom teachers assign a chaperone to each activity group or "mining company." On the boat, these chaperones are responsible for watching out for the group's safety at all times. The Ocean Institute staff will conduct a Safety Talk at the beginning of the program to make sure that all participants are aware of safety concerns and of the proper procedures in case of an emergency. Please make certain that students do not climb in the rigging, take any rope off of a belaying pin, run on deck, or climb on the rail at any time. You and the students will be expected to follow the crew's instructions.

### **SUPERVISION ON THE TRAIL**

Classroom teachers assign a chaperone to each activity group or "mining company." On the trail, chaperones assist Ocean Institute instructors in a variety of ways. First, chaperones assist the instructor in enforcing the Visual Contact rule. Students must always be within view of the adults in the group. Chaperones are always the last person in an activity group while hiking and make sure that the distance from the instructor to the last student never exceeds 30 yards. In case of a student illness, injury, or restroom need, the chaperone may be asked to escort the student back to camp. In addition, chaperones help the instructor maintain behavioral standards and will assist with disciplinary procedures.

### **SUPERVISION DURING RECREATION AND SHOWER TIME**

Chaperones supervise their cabin group during assigned recreation and shower times at the Lazy W Ranch. During this time, chaperones strictly enforce the Visual Contact rule. Chaperones accompany their cabin group to the restroom during their assigned shower time and to the recreation area. In order to accommodate a large number of students in a short period of time in the showers, students are asked to spend no more than three minutes in the shower. At the recreation area, chaperones watch students to make sure they are using recreation equipment properly and safely. Chaperones will also promote positive behavior. The stream area is off limits during recreation times.

### **SUPERVISION IN THE DINING HALL**

Chaperones are responsible for maintaining order and promoting positive behavior of students at their assigned table during meals. The staff reviews dining hall expectations with the students before the first meal. The use of good manners and quiet voices is essential for a pleasant dining hall experience. Generally, the dining hall groups are not the same as cabin and activity groups. Parents may not be able to sit with their own child during the meal. Finally, chaperones assist students in the post-meal clean-up procedure. Each student has a separate cleaning responsibility at the table.

### **SUPERVISION IN THE CABINS**

Chaperones are responsible for maintaining order in the cabins at nighttime. Chaperones should expect students to behave appropriately during cabin time. Classroom teachers and staff are available to assist with any management problems that arise. Students will never go anywhere alone—this includes returning to the cabin or meeting area to collect items that have been left behind. At night, chaperones remain with students in the cabin from "Lights Out" until breakfast (with the exception of attending to personal needs or during an emergency situation when help from staff or classroom teacher is necessary). Further, chaperones may be asked to remain in the cabin with a student in the event of a medical or behavioral problem. No student shall ever be left alone in a cabin. Finally, chaperones will not allow students outside a cabin after "Lights Out" unless it is on a visit to the restroom or an emergency situation deems it necessary.

Cabin raids and after hours night hikes are strictly forbidden due to safety considerations.

### **WILDLIFE**

The National Forest is a wilderness area and wildlife abounds. Animal residents of the area that necessitate precautions include mountain lions, bobcats, coyotes, rattlesnakes, scorpions, ticks, and bees. These animals may travel near, or through, the camp. While encounters with these animals are rare, both adults and students must be aware of Ocean Institute policies and procedures to ensure the safety of all. Close supervision of students by the accompanying adults is essential and strict adherence to the Ocean Institute rules is necessary.

## FREQUENTLY ASKED QUESTIONS

### ***What are my responsibilities as a chaperone?***

The most important responsibility of the chaperone is to ensure the safety of the students. You will be with the students on the boat, during lunch, and at camp. Chaperones are also responsible for overseeing a group of students during the times between activities, at meals, in the cabin, and in the dining hall. In addition, chaperones are responsible for accompanying an activity group on the trails during activities with an Ocean Institute instructor.

### ***What is role-play? What can I expect from it on the program?***

"By the Great Horn Spoon!" is a living history program. All of the Ocean Institute staff who participate in the program will dress in period clothing and take on the roles of historical "characters." This allows the staff to bring history alive for the students, as well as to provide different viewpoints when discussing issues current to the Gold Rush.

As a chaperone, we ask that you play along with the staff. Be prepared to interact with the instructors while they are in character, but please feel able to address them out of character with questions if need be. The more seriously that you take the living history aspect of the program, the more students will buy into it as well. (However, please don't take participation too far! While we love for chaperones to play along, please remember that the trip is designed to be educational. We want to keep the focus on learning.)

### ***Will I get any sleep?***

The answer to this question varies from person to person. In order to at least be sure that the students get some sleep, and to assist you at the same time, enforce the Lights Out policy. Generally, Lights Out is set for between 9:30 and 9:45 PM. A strategy that works well is to turn off the lights at that time, and then let the children talk quietly until about 10:00 PM. After that, they should plan on settling down for some much-needed sleep. Also effective is to have the students play word games or tell stories as they are settling down for the night. In addition, we have several books and games available for quiet time in the cabins. Finally, encourage the students not to disturb others if they wake up early.

### ***How do I establish a rapport with nine students I may not know?***

When students arrive at the Lazy W Ranch in the afternoon, they will have about one-half hour to organize their belongings in their cabin and prepare for their hikes. Take time to learn the students' names and perhaps their hobbies, then review the Ocean Institute behavioral and safety guidelines, and explain your personal expectations of them.

### ***What are my options for handling an uncooperative student?***

The discipline policy is outlined for the students at school and when they arrive at the Ocean Institute. In addition, the students will know the rules and the guidelines of the program. Take time to review the guidelines with your cabin group, and expect that they follow these rules and guidelines. Let the students know that you, just as the teachers and the Ocean Institute staff, will implement the "warning system." Please let the teachers and director know if you need assistance with students and discipline/safety issues.

### ***Can I make phone calls from the Lazy W Ranch?***

Cell phones and pagers generally do not work at the Lazy W Ranch. We do have a landline that is available in case of an emergency. If you need to make a phone call while at the Lazy W, please let the program administrator know and s/he will direct you to the phone line.

## MISCELLANEOUS INFORMATION

- The Lazy W Ranch is located in an area of high fire danger. As a result, smoking is not allowed at the Lazy W Ranch.
- Cellular phones and pagers do not operate in our canyon. There is a landline available in our Nature Center for any phone calls that must be made.
- On the trails, students are required to wear long pants. Adults may wear shorts if desired (please be aware that there is poison oak as well as other hazards in the area).
- The Lazy W Ranch can accommodate some dietary needs (e.g. vegetarian or no pork) if notified in advance. Please contact your classroom teacher at least 2 weeks prior to the trip if you have such a need. The Lazy W Ranch cannot accommodate such needs as low-fat or low-sodium diets. Those with special diets or food allergies will need to bring along suitable food substitutions.
- Each of the cabins at the Lazy W Ranch is equipped with a heater and electrical outlets. Chaperones should bring an alarm clock, watch, and flashlight.

**ADULT CLOTHING AND SUPPLY LIST**

Remember, pack as carefully as possible! The weather at sea and at camp can be unpredictable, so please make sure that you are prepared for all kinds of weather. Everyone needs a rain jacket with a hat or a rain poncho. You will also be getting dirty and wet. Mark all of your belongings with your name.

- 1 Lunch with a drink for the first day
- 1 Sleeping bag
- 1 Pair of pajamas
- 2 Pair of pants
- 1 Sweater or sweatshirt
- 1 Jacket
- 2 Shirts
- 2 Pair of underwear
- 1 Pair of tennis shoes with good tread (they will get muddy)
- 3 Pair of socks
- Towel and washcloth
- Toilet Kit: soap, toothbrush and toothpaste, comb, etc.
- Rain gear: raincoat, poncho, or waterproof jacket
- Sunscreen
- Hat
- Water Bottle
- Watch and Alarm Clock
- Flashlight

**Optional Items:**

- Pillow
- Shower shoes
- Camera
- Book
- Hair dryer
- Mittens and stocking cap
- Shorts

**Do Not Bring:**

- Candy, food other than lunch, gum
- Knives
- Radios, personal listening devices, or electronic games
- Curling irons

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 \_\_\_\_\_

\_\_\_\_\_

## 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: