



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Teacher Packet

Outdoor Environmental Education

YMCA CAMP ORKILA

Start Planning Your Trip!

Working With the Camp Orkila OEE Director...

To ensure that your schedule is planned correctly, Camp Orkila has an OEE Director that works with your school. In addition to the logistics, the director will provide a smooth transition from the indoor classroom to the outdoors. In order for the OEE Director to do an effective job, *they will need your assistance*. Please complete and return all pre-camp documents as soon as possible. Please also include the phone number and times you are best reached during the school day (or perhaps a home phone).

Some schools choose to visit Camp Orkila to have a planning meeting and discuss plans for their trip in person. Camp Orkila staff are also available to come to your school to meet with students, teachers and parents and provide a presentation. Please contact the OEE Director if you are interested in this.

Please begin to gather the following information together for your Pre-Camp planner:

- ✓ Approximate number of students and adults attending
- ✓ The goals you hope to accomplish during the trip
- ✓ Ideas or requests for your classes
- ✓ Ideas or requests for evening programs
- ✓ Special requests or needs your group might have
- ✓ Transportation requests and needs

Returning schools please take note – we take copious notes of your school's experience, but sometimes we forget each small detail. **Please remember to share with us:** the ways you have always done things, the rooms you have always had and the flow of events you have come to expect. Please remember that we are continually upgrading and improving our program- **so try something new!**

The OEE Director will create a tentative schedule after reviewing your Pre-Camp Planner. When this schedule is completed the Director will forward a copy to you via e-mail. Please carefully review this schedule and contact the OEE Director with any questions that you may have. Since we organize our teaching schedule two weeks in advance to your arrival, last minute changes can be difficult. For that reason, we hope to work out all scheduling details in advance of your arrival.

Preparing Your Students & Staff...

Educationally

The Camp Orkila Outdoor Environmental Education Program is a school in the outdoors. All our experiences (including eating in the Dining Room) have an educational foundation. In preparation you may want to perform special units of study, discuss current events, or work on journals back at school. For additional ideas, review the Pre-Trip Activity Ideas in this planning pack.

Logistically

Please make sure that all participants are prepared for an outdoor classroom experience- raincoats and warmer clothing in the colder months are a must! Share the purpose of the trip and the selected activities with your students and teachers. Make sure that all necessary forms have been sent home and that parents have the Camp Orkila phone number in the event of an emergency.

Emotionally

Our 280 acre setting located on Orcas Island is unique and apt to be different from what your students are used to at home. We sleep in open air cabins, walk up to a few miles each day, have no television, daily newspaper or soda to drink. Because the experience at Camp Orkila is so short and intense, we ask you to address student's behavior before you arrive. Many schools have found that a behavior contract signed by students and parents is a great idea!

Environmentally

We ask that you and your students respect the Camp Orkila environment inside and out. Collecting plants or animals is not permitted without permission. Furthermore, we try to integrate our philosophies into every part of our program, including the Dining Room. Activities such as weighing food waste can be a dramatic lesson about wasteful lifestyles and energy cycles. We feel a trip to Camp Orkila can help to instill positive environmental attitudes in our students. So, we will strive to practice what we preach, and we ask you to help us in this effort by preparing your students for our alternative living/learning environment.

Calendar for planning your trip...

Three Months Before Your Trip

___ Camp Orkila Pre-Camp Planner returned

___ Bus transportation arranged

Two Months Before Your Trip (Contact Director)

___ Discuss choices for classes and evening programs with all school teachers

___ Make sure all necessary forms are returned to OEE Director

___ Meet with participating teachers, students and parents about the Camp Orkila program. We are happy to present at this meeting

One Month – One Week before trip

___ Give "Bring Along" list to students (1 month)

___ Discuss trip goals and behavior with students (1 month)

___ Make sure all necessary health information is acquired, including any dietary needs (1 month)

___ Make arrangements for an Emergency Vehicle (2 weeks)

___ Finalize number of students and staff attending (2 weeks)

___ Organize students into class groups of 12-15 per group

___ Organize students into cabin groups (check cabin list for capacities)

___ Assign Kitchen Patrol (KP) duties: one cabin group per meal to come early to setup and stay after to clean

___ Distribute schedules to students including Kitchen Patrol (KP) schedule (1 week)

___ Have attending students and adults fill out online liability waivers

___ Let students know they must bring a sack lunch on first day

___ Finalize all transportation arrangements. Check ferry times

Before you leave school

___ Check bus schedule for return trip

___ Count students, staff and parents

Bring the following papers along:

___ Copies of your schedule for ALL adults

___ List of students organized by study group and dining tables

___ Check report link to see if there are any outstanding liability waivers missing.

Ferrying Through the San Juans

Save Money

As of February 2001, it costs \$2 for a group of students to walk on – that's \$2 for the entire group whether you have 3 students or 300! To receive this great deal, bring a letter to the Washington State Ferries on school letterhead telling them what days you will be riding the ferry and how many students and chaperones you will have with you. There is a form letter available on the ferry website at: <http://www.wsdot.wa.gov/ferries/>

Share the Ferry

Sometimes 2 or more schools may arrive or depart on the same ferry. It often works well to have each school 'take over' a particular space on the boat to call their meeting place. Set firm boundaries for your students, keeping in mind that students from other schools may be older or younger or may have different behavior expectations than your students.

Get Organized Before Taking Off – Before the ferry arrives at Orcas Island, have students line up by classroom or cabin group and take them downstairs to the front of the car deck.

School groups going to Orkila are always the first people to be let off the ferry – everyone else has to wait until students are loaded onto the buses (so please be sure students are ready to move quickly in order not to keep other passengers waiting!). If you have your students organized and ready, this should only take a few minutes. A bus driver will meet you as you get off the ferry and give you directions about which bus to get on, as well as placement of your luggage if applicable.

Supervision & Student Health

Just like at camp, please remember to have an adult-camper ratio of 1:10 on the ferry and bus. We also strongly recommend keeping students' health information & permission-to-treat forms, as well as first aid supplies, in an accessible location while traveling from school to camp.

Housing and Cabin Leadership

Rustic Living

At YMCA Camp Orkila, students are given the opportunity to experience sleeping close to nature without actually being in a tent or sleeping on the ground. Most Orkila cabins are open-air wooden structures that have canvas window coverings, open doorframes and no electricity. Schoolteachers should ensure that students are mentally and physically prepared for a rustic experience. Let them know they will have a chance to sleep in the open, while being protected from rain and wind. As long as food is not left out in the cabins, raccoons will not disturb them. Our rustic cabins and philosophy of "roughing it" have been a tradition at Orkila since 1906, and have proven to be among most participants' fondest memories.

Student Cabin Assignments

Most cabins hold a maximum of 14 people however a few cabins hold only 13 or 12 people. Please be aware of these numbers and use the housing chart to plan accurately.

Cabin Leadership and Training

It is the school's responsibility to find one adult leader for each cabin. Orkila recommends a ratio of at least 1:10 to ensure adequate supervision. Quality cabin leadership is crucial to the success of a student's stay at Camp Orkila. Cabin leaders should possess maturity, sound judgment, enthusiasm, and a commitment to creating the best possible experience for the students. Schools **must** provide a thorough training workshop for cabin leaders prior to arriving at camp.

Supervision

Orkila instructors teach classes and facilitate program, and the school provides all other supervision. Here are some tips for planning supervision:

- ✓ We require at least one chaperone / counselor per cabin. Two is better whenever you can provide that.
- ✓ Please plan to send at least one chaperone / counselor with each class group. When assigning supervision for classes it is best to follow these guidelines.
- ✓ Whenever possible we maintain a consistent Orkila instructor with a single study group. If school supervision also remains consistent with the same person or set of people assisting the same study group, the Orkila staff and school supervisors can form a relationship and work as a team to enhance the experience for the students.
- ✓ If you are going to provide a break for the school chaperone / counselor, avoid having a new supervisor join the group in the middle of a block of classes. It is best to maintain the same supervision for the entire block. It is difficult to predict the exact location of a class group in the middle of a block and many schools experience frustration trying to find groups in the field.

Health and Wellness

All school groups must provide their own trained medical attendant, first aid supplies, and emergency transportation vehicle. At minimum, the medical attendant must have a current First Aid & CPR certificate from a nationally recognized provider such as the Red Cross, American Heart Association, or Wilderness Medicine Institute.

Camp Orkila strongly urges school staff to gather health information for ALL participants in their care. This information, at minimum, should include: name and address, emergency contact names and phone numbers, a listing of allergies and health conditions requiring treatment and a signed permission to seek emergency treatment. We also strongly urge school staff to collect and administer all medications to students while at camp.

Accident & Emergency Procedures

School groups are required to explain the following accident and emergency procedures to their chaperones and students prior to arriving at camp. In addition, information regarding emergency meeting areas will be reviewed during the initial orientation.

Injury & Medical Emergency Procedures

- ✓ Orkila staff are trained in First Aid/CPR and are available to administer initial assistance to participants. However, each school's trained medical attendant must be available to take over all medical situations as soon as feasible and appropriate.
- ✓ In the event of a medical emergency (or any medical situation), the student will be taken to the school's teacher housing, preferably by one of the school's staff or volunteers. If the student cannot be moved, a messenger will be dispatched immediately to the school's teacher housing to call for the assistance of the school's medical attendant.
- ✓ If the school's medical attendant is unable to handle the emergency, they should either call the Orcas Island Medical Clinic (376-2561) or 911. If a student is taken to the Medical Center or 911 is called, school staff must notify the OEE Director as quickly as possible.
- ✓ A YMCA Accident/Incident report must be filed in the event of any accident that requires a participant to have medical treatment and/or to return home.

Fire & Disaster Procedures

- ✓ There are two sirens located in camp—one at the Dispensary and one at the camp director's house. The signal for fire or disaster is a continuous sound of the siren. In addition, depending upon the location in camp, an air horn may be blasted repeatedly to signify an emergency.
- ✓ When the alarm sounds, all staff and all participants report to the emergency meeting area established for their group. If the passage is blocked, an alternative meeting area will be established.
- ✓ Students should line up by cabin group so that their teachers may verify attendance. The camp director will meet with teachers to explain evacuation or other special instructions necessary.

Building Capacities

Schools will be assigned to specific cabins within one (or possibly two) sections of camp based upon size and special needs. We reserve the right to alter housing assignments as necessary to accommodate the needs of all participants.

Wally Fisher Lodge: (Total capacity = 56)

- Makah (14)
- Haida (14)
- Quinault (14)
- Hoh (14)

North Camp: (Total capacity = 186)

| | | |
|---|---|---|
| North Orchard: <input type="checkbox"/> Lummi (14) <input type="checkbox"/> Puyallup (14) <input type="checkbox"/> Nooksack (14) <input type="checkbox"/> Chinook (14) <input type="checkbox"/> Snoqualmie N. (12) <input type="checkbox"/> Snoqualmie S. (12) | North Forest: <input type="checkbox"/> Tumwata (13) <input type="checkbox"/> Kalakala (13) <input type="checkbox"/> Wapato (13) <input type="checkbox"/> Klahanie (14) <input type="checkbox"/> Keheloken (14) <input type="checkbox"/> Klickitat (14) | North Ridge Trail: <input type="checkbox"/> Nisqually (13) <input type="checkbox"/> Gwinn (12) |
|---|---|---|

Mid Camp: (Total capacity = 107)

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|--|---|--|
| Mid Beach: <input type="checkbox"/> Cypress (14) <input type="checkbox"/> Saturna (13) <input type="checkbox"/> Waldron (13) <input type="checkbox"/> Tracy Strong (13) | Mid Forest: <input type="checkbox"/> Orcas (14) <input type="checkbox"/> San Juan (13) <input type="checkbox"/> Decatur (14) <input type="checkbox"/> Sucia (13) | |
|--|---|--|

South Camp: (Total capacity = 140)

| | | |
|---|---|---|
| South Beach: <input type="checkbox"/> Spieden (14) <input type="checkbox"/> Stuart (14) <input type="checkbox"/> Sentinel (14) <input type="checkbox"/> Satellite (14) | South Forest: <input type="checkbox"/> Patos (14) <input type="checkbox"/> Matia (14) <input type="checkbox"/> Barnes (14) <input type="checkbox"/> Clark (14) | South Field: <input type="checkbox"/> Turn (14) <input type="checkbox"/> Ripple (14) |
|---|---|---|

Also Available:

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|--|
| <input type="checkbox"/> Tracy Strong Teen Leadership Village, 8 cabins, total capacity = 96. No additional charge. |
| <input type="checkbox"/> Dederer Retreat and Conference Center, 3 houses, total capacity = 48. (There is an additional cost for using the Dederer Center) |

Fundraising Ideas

With school budgets tightening, fund-raising is an essential part of the Camp Orkila experience. It is also an important way to get your students involved in the preparation for a trip. Many of the schools that visit Camp Orkila run fund raising programs throughout the school year. The following are a few examples we have heard about:

Spaghetti Dinners, Pancake Breakfasts

Encourage your local grocery stores to donate the ingredients and hold a dinner or breakfast in your community for a small fee.

Poster sales, T-shirt sales, Wrapping paper sales

This is your typical fund raiser. Find a good vendor and send your students out in the field. Try to find some good environmental products to sell. Human-i-Tees is a vendor that donates some of their profits to groups protecting the environment. Their address is: www.humanitees.com and a phone number is 914-741-2424.

Hold A Carnival

Let your students be creative! Have them come up with some fun games and activities and hold a fun day for families. Charge a small entrance fee or fees for each activity.

Car Wash

All you need for this is an available water source. Look into using environmentally friendly soaps and other supplies. A local store may be able to donate supplies. You can also share car wash tickets instead of holding the car wash.

Bake Sale or Craft Sale

Here's another typical fund raiser, but always a good way to bring in some extra money.

Yard Sale

Here's a good one that will provide a service for those looking to do some spring or fall cleaning. Have people around the area donate items then have a big yard sale or an auction.

Litter-a-thon

This is a great idea that will get your students involved in a hands-on environmental cleanup. Have your students get pledges for a little pick up. This could be done by the hour or by the bag full. Perhaps you can find an area of concern in your community and bring about some positive change through your efforts.

Partnering with PTSA

Often times PTSA serves as an excellent source for funding. An Orkila representative can meet with you or present to the PTSA to help with this effort.

Krispy Kreme and Wal-Mart

Krispy Kreme will sell you boxes of a dozen doughnuts at a reduced price. You can then sell these in front of a Wal-Mart store. Wal-Mart will match the profits you make from selling the doughnuts. Contact your local Krispy Kreme and Wal-Mart for more information.

Please help us improve this list for next year by passing on other ideas you have.

Pre-Trip Activity Ideas

Preparing your students for their trip to Camp Orkila is an important part of the entire experience. We strongly suggest that you do pre-activities to help your students prepare for their resident experience- as well as post-activities to help them follow up and build upon the experiences that happened during their trip. Expanding the experience in this way will make their trip much more meaningful than an intense, but isolated 3-5 days. Below are some suggestions for pre-activities. Please let us know how these suggestions work out for your group and any additional ideas you may have.

Letter to Myself

Have the students write a letter to themselves and their expectations of the upcoming trip. What are they looking forward to the most? The least? What fears do they have? What do they hope to get out of the experience? Seal the letters, hold them and then give them back after the trip.

Journal Writing

Journals are a very effective way for students to process and evaluate their experience before, during and after their residence experience. The students can make and decorate their journals before the trip and complete a few entries about their expectations, hopes and fears. You may want to include worksheets or questions that they will work on during their trip in the journal; include a page or two for each activity they will be doing plus a place for them to react to meal times, cabin time and free time. A scavenger hunt that goes on throughout the entire trip is also a fun addition (collecting information, not wildlife).

Photo Board or Collage

Set up a bulletin board or large sheet of paper where the students can display images of their trip. Plan to include pictures or photos of all aspects of the experience, from planning what to take, meetings with teachers about expectations and pre-activities to the trip itself and follow-up activities. Also include schedules, rules and bring along lists for the students to refer to as they prepare for the trip.

Scrap Books

One book can be made for the whole group or each student can make their own. Photos or drawings that describe planning and expectations can be the first entries. During the trip they can add more images, plus natural objects such as pressed flowers or leaves, poems from a creative writing exercise, schedules etc. Students can make captions to explain the sequence of events that tells the story of their trip.

News Reporting

Give each student an aspect of the trip to report on for the whole group. Information they collect can be compiled into a school newspaper or video news show. Some examples of topics to report on could be classes, meals, the ferry ride, their teachers or the Camp Orkila staff.

Vocabulary

Study some of the key vocabulary words that will come up during your classes visit to Camp Orkila. For vocabulary lists that match your class selections, please talk with the OEE Director.

Skits

Divide the students into groups and have them create skits showing what they think the trip will be like. If possible put them in the groups they will be in for activities during the trip so they can work on cooperating and getting to know one another better before they arrive.

Important Details...

- ✓ Remember to bring a vehicle for use in case of an emergency.
- ✓ Use the Program Planning Checklist to ensure nothing is "left behind".
- ✓ To ensure a smooth first day, please make sure that every child knows what Study Group they are in, what cabin they are staying in and which table they will sit at in the Dining Room – before arrival.
- ✓ A confirmation phone call from the OEE Director will be made two weeks before your arrival to assure a smooth and successful experience. At this time please be aware of all special dietary needs or participants with special needs.

Contact Us!

Please feel free to contact us at any point with questions or concerns about your trip.

It is important to us that each of you have a successful experience at Camp Orkila!

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