



# **TRIBUNE BAY**

## **OUTDOOR EDUCATION CENTRE**

**Teacher Resource for Booking a Trip to Tribune Bay**

**Prepared by Tribune Bay Outdoor Education Centre**

**In Partnership with School District 69 and School District 71 Educators**

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# Introduction

Dear SD69 Educators,

We are so excited to hear you want to bring a group to Tribune Bay Outdoor Education Centre (TBOEC)! We have worked in collaboration with Rick Campbell, Deanna Sullivan, and Tobias Nowak from Springwood Elementary to prepare this resource to make it easy and accessible to plan your trip.

Some other tips and tricks for a successful trip:

## **Get to know your School Admin Team**

Your school secretaries will assist in sending out parent notices, district forms, and transportation details. Go say hi and let them know you're planning a trip - ask how you can make it easy for them.

## **Team Groups**

We operate on a staff ratio of 1:10-12 students. In addition to our staff, you are asked to bring the equivalent ratio (1:10) of volunteer chaperones. Over the years, we have noticed that schools who assign students to groups of 10-12 before arriving are more successful in managing behavioral issues or group dynamics over the trip.

An option: have group markers such as bandanas or wrist bands! This gives each group a great sense of camaraderie and they can come up with a creative team name. Ask your parent volunteers if anyone is willing to donate bandanas!

## **Parent Volunteers**

Your volunteer base can make - or break! - your trip to TBOEC. Having strong parent volunteers who know the expectations and how they will provide support will make your trip run smoothly. Parents have an incredible opportunity to get to know the students in their child's classroom and get to network and bond with other parents. We have outlined two parent meetings and how these will add to the success of your trip.

## **Stewarding Youth Ambassadors**

At TBOEC, we emphasize taking care of self, others, and the environment. A huge piece of this is emphasizing that students are ambassadors during this trip. They represent themselves, their families, and the area they are from, but - more importantly - they represent their school and TBOEC. Educating students early on about being an ambassador on the trip to TBOEC will help students become familiar with the expectations. Students will also be sent a Code of Conduct or Behavioral Expectations form to fill out, furthering reinforcing expectations.

# Timeline

## September

- 1) Contact Tribune Bay Outdoor Education Centre to reserve your dates for April, May or June via email or our website:

[info@tribunebayoutdoored.ca](mailto:info@tribunebayoutdoored.ca) or <https://www.tribunebayoutdoored.ca/booking/>

- 2) Submit District Forms for approval

## October/November

- 1) Send First Notice to parents
- 2) Collect Deposits (Admin helps)
- 3) Book transportation from School to Buckley Bay (TBOEC will book the Denman and Hornby Island buses if requested!)

## Two months before trip

- 1) Parent Meeting 1
- 2) Send out Second Notice to parents
- 3) Collect Code of Conduct

## One month before trip

- 1) Parent Meeting 2
- 2) Send our Third Notice to parents

## Two-Three weeks before trip

- 1) Send out Final Notice to parents
- 2) Confirm program choices and arrival and departure times with TBOEC

## One week before trip

- 1) Remind students of being an ambassador
- 2) Make groups (optional: print lists for each parent)
- 3) Confirm snack donation pick up (parent volunteer)
- 4) Confirm final numbers of students and adults, and food allergies/pertinent medical information with TBOEC

## District Specific Forms

\*These can also be found with help from your school administrators. See Attachment A for examples.

### School District 69 Forms

#### For Teachers

**Form SD69-FE02** Request for Approval of category 2 Field Experience, Overnight and/or Outside of Central Vancouver Island Area

**Form SD69-FE03** Request for Approval of Category 3 Field Experience, Higher Risk and Outdoor Education Field Experience(s)

**Form SD69-FE11** Category 3 Field Experience, Assessing Educator-in-charge/Leader Readiness

**Form SD69-FE14** Category 3 and/or Category 4 Field Experience, Educator-in-charge Checklist Form

**Form SD69-FE15** Category 3 and/or Category 4 Field Experience, Educator-in-charge Planning Form

**Form SD69-FE16** Category 3 Field Experience, Outdoor Education Site Selection Checklist

#### For Parents

**Form SD69-FE05** Parent/Guardian Consent and Acknowledgement of Risk Form

**Form SD69-FE06** Field Experience, Student Behaviour Expectations Contract

### School District 71 Forms

#### For Teachers

Online versions: <http://learn71.ca/environmental-outdoor-learning-eol/forms-policy/sd71-forms/higher-risk-activities/>

Proposal for Higher Care Off-site Activities/Travel Excursions

Assessing Teacher/Leader Readiness for Higher Care Activities

Checklist for Higher Care Activities

#### For Parents

Parent/Guardian Informed Consent for Higher Care Activities

Student Health and Medical for Higher Care Activities/Travel Excursions

Volunteer Application for Higher Care Off-site Activities/Travel Excursions

Volunteer Consent and Acknowledgement of Risk for Higher Care Off-site Activities/Travel Excursions

Volunteer Health Form for Higher Care Off-site Activities/Travel Excursions

## Transportation – District Buses

Book buses with your specific district early, in September or October.

**SD69:** Fill out the Field Trip Transportation Form

**SD71:** Book with an approved charter company: <http://learn71.ca/environmental-outdoor-learning-eol/transportation/>

## Transportation – BC Ferries

British Columbia school groups travelling to TBOEC are given the BC STUDENT RATE (free) with a letter of authority from your school principal on original school letterhead, stating travel is for a school-sponsored event.

1. Write a letter on school letterhead containing:
  - Name of School and lead organizer
  - Purpose of trip
  - Date and time of travel to Hornby Island
  - Number of students under the age of 19 and average student age
  - Number of vehicles in the party
2. Fax letter to Buckley Bay Ferry Terminal at least one week before travel date (250) 335-0028
3. Bring a hard copy of the letter with you to present to the ferry attendant

Teachers, escorts, and vehicles travel at full fare unless they purchase a BC Experience Card (it allows a discounted fare but a minimum of \$95 must be loaded on the card). Extra money left after the ticket purchase never expires and can be used on any route. It is recommended that groups purchase this card as the discount is significant. The BC Experience Card can be bought at the ticket kiosk.

- Exchange students/host students under 19 years of age (elementary or high school) enrolled in an educational program pursuant to the School Act (RSBC) or the Independent School Act (RSBC) are given the BC Student Rate. The School Act defines that the school is in BC and is funded by the BC Provincial Government.

# Parent Information Package

A successful format for Springwood Elementary is four notices, spread out in the months after booking with TBOEC and before the trip. You may find a different format works better for your school. See below for some important reminders and see Attachment B for Examples.

## Notice 1

Includes:

- Dates of the trip
- Cost per student (state full cost now, but mention additional funds from other sources may be available i.e. fundraising)
- Description of the trip
- A deposit request of \$50 due before winter break. This assists with paying the required deposit to TBOEC.
- A heads up about future payment instalments or approximate date for final payment
- A call for volunteers (1:10 ratio)
- Thank you and note that more information will follow
- Deadline for returning the deposit form

## Notice 2

Includes:

- Reminder of dates, include departure time from school and arrival time back at school
- Notice of first parent meeting (all parents should go!) date, time, and location
- Note that the information package will be handed out at the parent meeting and that volunteers will stay for a few minutes longer to discuss details
- Call out for available gear and equipment - can parents provide tents, tarps, and ropes (if applicable)? Can volunteers provide pick up trucks or vans to transport gear?
- Attached Criminal Record check notice for parent volunteers
- Consent form to loan equipment to students (tent, tarp, ropes if applicable). This is a good accountability measure for parents as well.
- Deadline to return the form.

## Notice 3

This is handed out at the first Parent Meeting. It includes:

- Map from your school to the Centre
- TBOEC Website and contact information
- TBOEC Information Package - including packing list and medical/permission form. See Attachment E

## Notice 4 (Final Notice)

Includes:

- Final drop off and pick up times and dates
- Calendar of second parent meeting (for parent volunteers)

- Notes about packing list: label everything, bring hats and sunscreen, raincoat, don't overpack, attach gear if possible (i.e. sleeping bags and backpacks tied together), pack sleeping bag in a labelled garbage bag in case of rain
- Request for baked goods (baked per school district policies such as in a food-safe kitchen) to be used as snacks between activities at TBOEC.
- Reminder to bring a bagged lunch for day 1
- Travel itinerary
- A second pick up and drop off times and dates
- Emergency contact for parents to get in touch with you

## Criminal Record Check Notice

DATE

Dear Parents/Guardians,

We are writing to remind you that **all volunteers accompanying students on an overnight field trip** must have had a criminal record check done by the RCMP. Please read the following, as it explains the rationale and the process. Again, this is a requirement for all parents volunteering for our \_\_\_\_\_ to \_\_\_\_\_ (date) trip to Hornby Island.

**Criminal Record Checks** - The School District has a policy which requires that school volunteers **who have unsupervised access to children** undergo a Criminal Record Check. This is a very simple and straightforward process. **Application forms must be picked up at the school and then taken to the local RCMP detachment during office hours.** At the time of application, a driver's license or other form of picture identification must be shown. **The completed application will be processed and then be picked up by the applicant from the RCMP and returned to the school office.** If the superintendent and the RCMP determine that the nature of the criminal offense is such that could put children at risk you will not be allowed to work as a volunteer. If it is determined by the assistant superintendent and the RCMP that the nature of the criminal offense is unrelated to the safety of the children, you will be permitted to work as a volunteer and only the assistant superintendent and the RCMP will know the nature of the offense. If you have any questions, comments or concerns about this item please call the school office.

We would like these applications into the RCMP no later than \_\_\_\_\_ so the forms can be processed in a timely manner. Thank you for your cooperation and support.

Sincerely,

TEACHER NAME



## Parent Meetings

It is recommended that you meet with your parent volunteers at least once. The benefit of two meetings is that you can meet with all parents first and answer or collect questions about the trip and make sure all parents get the necessary forms in the information package THEN meet with just the volunteers to give them further details. Meeting with the parent volunteers allows you to get to know/screen your chaperones to make sure they understand the expectations. At TBOEC, staff will do a parent safety meeting to review the site policies and expectations. Some key points for parent volunteers to know:

- Parents are required to be present and assist with all programs - helping students with harnesses, pfd's, being on time for activities, and assisting with behavior management
- Staff are highly trained and certified
- There is no smoking onsite, and alcohol is prohibited.
- The trip is about the students and creating positive memories. There are opportunities for more "vacation-style" trips to TBOEC in August.

## Parent Meeting 1

1. Thank you for coming and supporting this amazing opportunity for your children. This trip could not take place without the support of parents and parent volunteers.
2. This program offers an incredible experience for kids: they build lifelong memories, experience challenges, community building, and self-esteem building. It's 100% about the kids - fun, fair, and safe
3. TBOEC Motto: Take care of yourselves, others, and the environment
4. Staff are highly trained and certified
5. Activities will be chosen closer to the date of our camp
6. Activity groups will be assigned by teachers
7. Tenting (if applicable) - please check equipment for rips or tears before coming to TBOEC, send an extra tarp
8. Snacks/Baked goods (if applicable)
9. Quiet time is from 10:00pm-7:00am as set by Tribune Bay Provincial Park. Campfire ends around 9pm each night, and it's important for parents to encourage students to brush teeth and get ready for bed right away in order to meet the 10:00pm quiet time. Parents will be tenting throughout the kids camping areas, so kids know where to go if they have an issue in the middle of the night. (If in cabins, 1-2 chaperones will be in each cabin). If students are awake before 7:00am, please encourage them to stay in their tents and read a book or lie quietly and try to get some more sleep. Students must stay in the camping area until everyone leaves to the Lodge for breakfast at 8:00am.
10. Special concerns?
11. Cost - update on successful fundraising
12. What to bring (review the packing list)
13. Departure and arrival times

14. Reminder of a BRIEF meeting with parent volunteers immediately after. Set next meeting date here!

## Parent Meeting 2

1. Review parent volunteers
2. Confirm who is driving a gear vehicle or carpooling
3. BC Ferries Experience Card
4. Time to arrive on school departure day
5. Depart at 8:00am \*confirm which ferry you need to be on as parents may arrive at the terminal early & should wait for the bus and teachers to arrive
6. Catch X ferry (usually 10:00am)
7. Unloading and setting up camp (TBOEC staff will be around to assist)
8. Groups - skit ideas (if applicable)
9. Items to bring - firewood? Axe? Lighters, propane lanterns, camp chairs, tents for yourself
10. Does anyone in the group have first aid training/certification?
11. Behavior concerns - questions
12. Charge for volunteer parents
13. Criminal Record Checks - please ensure the school office has a copy

## Fundraising Strategies

Classrooms can fundraise for their trip to TBOEC! They do take time and energy, so the best approach is to find a parent volunteer (who may or may not be attending on the trip) to coordinate any fundraising opportunities. Check in with your PAC and get your school administrative team on board. See Attachment C for an example.

Some options are:

**Raffle draw** (requires a license from BC Gaming)

Example: Springwood Elementary did a raffle draw for a \$500 Gift Card to Save on Foods and set up booths at Canadian Tire, Tim Hortons, Save on Foods, and BC Liquor Store. They sold each raffle ticket for \$5.00 each and reduced their TBOEC cost by nearly \$100 per student!

**Packing groceries**

Connect with your local grocery store and ask if your class can bag groceries and set up a donation box at the end of each till.

Example: Cumberland Elementary partnered with Quality Foods to pack groceries during the weekends. This fundraiser has reduced the cost by \$70-80 per student for Cumberland Elementary!

How to prep: contact grocery store management early in the year (September) to ask about 2 weekends that students can help pack groceries. Most stores require 1 parent supervisor on shift with 4-5 kids. Grade 7 is the youngest that Quality Foods will work with.

Email parents 1 month before explaining the opportunity. Kids and parents can sign up for 2-hour shifts during opening hours. All money is divided among participants against their trip total, and parent supervisors get a half share for their child.

Teacher sets up in the morning and is on standby during the day to jump in if needed. Teacher also takes down at the end of the day.

**Other options**

DQ or Subway Coupon cards: Sell at \$10/card

## Snack Donations

Tribune Bay Outdoor Education Centre provides you with 3 hearty meals per day, but some schools like to bring snacks along as well. Snacks can be stored at your cookshelter, where there is a room with shelving and a refrigerator. Please note that snacks take additional time between programs, so parent volunteers need to assist TBOEC staff in keeping kids organized and on time for their next activity.

There are a couple options if you do want to bring snacks:

Write to your local grocery store (on school letterhead). Springwood Elementary has success each year with snack donations. They write to Save on Foods requesting a donation of fresh fruit such as oranges and apples for their school trip.

Request that parents donate home baked goods in Tupperware or waterproof containers (made to school district policy, e.g. in a foodsafe kitchen).

## Thank You Letters

Thank you letters are a great way to follow up with anyone who assisted in getting you and your class to Tribune Bay - and it's a great follow up activity where students can reflect on what they learned and the impact their trip had on them.

People to consider thanking:

Parent volunteers

BC Ferries

Organizations that donated snacks or other items

Parents that assisted in coordinating fundraising options

Tribune Bay Program Facilitators & Catering Staff (they LOVE mail from students)

## Additional documents:

### Attachment A - Sample Notices to Parents

Add official school letterhead to the top of the following notices:

SD71 Sample letter to parents

Grade \_\_\_\_\_ Parents:

We are at the next stage in organizing the \_\_\_\_\_ trip to Tribune Bay Outdoor Education Centre on June 12-14. Please read this page carefully, complete, and return all the necessary forms and payments by **Monday, June 3**. Here is the basic itinerary of the trip:

#### June 12:

- Be at school at 8:30
- Load all gear into trucks, keep daypack for lunch.
- Leave by 9:00 for the 10:00 ferry to Denman with parent drivers to Buckley Bay.
- Kids walk on and off the ferry and are picked up by a bus on the other side
- Arrive at Tribune Bay and have fun

**June 13:** A full day of fun on Hornby Island

#### June 14:

- Morning activities
- Pack up
- Leave Hornby on the ferry
- Parent drivers to pick up from Buckley Bay ferry terminal at 1:00 PM

#### Here is your homework:

- Please keep this sheet and the packing list on the back (**page 2**) for your records. Help your child get all their gear organized
- Return the rest in one package:
  - Complete, sign, and return the SD71 field trip form for HIGHER RISK outings (**pages 3, 4, 5**)
  - Let us know if you can drive to Buckley Bay on June 12 or back on June 14 or lend us a tent (**page 3**)
  - Sign and discuss with your child the behaviour contract (**page 6**)
  - Complete, sign, and return the Tribune Bay medical release, photo release, and permission to participate (**page 7**)
  - **Please pay the fee of \_\_\_\_\_ by cash or cheque.** If the fee is a financial burden on your family, please contact \_\_\_\_\_ and we will make alternate arrangements.

Thanks!

YOUR NAME and CLASS

**BEHAVIOUR CONTRACT**

Student's Name: \_\_\_\_\_

If \_\_\_\_\_'s behaviour on the camping trip to Tribune Bay Outdoor Education Centre on Hornby Island is unacceptable and the supervisors feel that s/he should not continue with the group, I will arrange to have him/her picked up immediately and returned to Comox. Parents will be contacted so that satisfactory travel arrangements can be made, but parents will be responsible to pick the student up.

I have read the above and fully understand the consequences should I not live up to the school and camp rules.

Student Signature: \_\_\_\_\_

During the days of \_\_\_\_\_, I can be contacted at the following telephone numbers:

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

If unable to contact me personally, please telephone the person(s) listed below.

\_\_\_\_\_ Telephone \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

\_\_\_\_\_  
Print Name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

Date

SD69 Sample Letters to Parents (Notice 1)

DATE

Dear Parents/Guardians:

TEACHER NAMES' Grade \_\_\_\_\_ classes have scheduled a camping trip to the Tribune Bay Outdoor Education Centre on Hornby Island from \_\_\_\_\_ to \_\_\_\_\_. This is an excellent experiential educational opportunity for students. For more information on the program being offered, visit the Tribune Bay Outdoor Education Centre website: <http://tribunebayoutdoored.ca>.

The cost of the field trip is approximately \$\_\_\_\_\_ per student. There may be some additional funds from other sources to help cover costs of students and transportation. There will be more information from your classroom teacher. However, at this time we are unsure what these amounts might be and how this will impact the cost reduction to students and parent volunteers.

This trip has taken place for our students for many years and provides each of them with memories that are sure to last a lifetime. The Tribune Bay Outdoor Education Centre prides itself with the quality of its facility and programs they run for students. We hope this is an activity that parents support and see as a valuable experience given the quality of the program. We are encouraging students to be saving for this field trip as soon as possible. This will ease the burden of securing the funds all at once.

We would ask that an initial instalment payment of **\$50.00** be made by \_\_\_\_\_ so that we can pay the deposit for our camping dates. We will ask for two more instalments in the new year, likely by \_\_\_\_\_ with the balance due at \_\_\_\_\_. We would also accept full payment if preferred. Please contact your child's teacher if there is a concern regarding camp fees.

Our trip to Hornby Island is reliant on parent volunteers. Without the support of parent volunteers who are willing to spend the full 3 days with us this trip cannot happen. Please contact us directly if you are interested in volunteering with the camp itself or other planning details. All parents volunteering for this trip must submit a criminal record check to the school office well before the field trip dates. As the school year progresses, we will send additional letters with more details about the trip and the dates of parent meetings.

We would like to thank you in advance, for supporting our participation in this camping experience. Please contact us if you have any further questions.

Please fill out the bottom of this form and return it to your child's teacher by \_\_\_\_\_. If this is a financial hardship at this time, please contact \_\_\_\_\_ at the office.

Sincerely,  
TEACHER NAMES

**FIELD TRIP DEPOSIT INFORMATION** (to be signed and returned to the school)

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

**Yes, I have included the deposit of \$50.00**

Payment made by cash or cheque (please circle one) & Please return this form by \_\_\_\_\_

SD69 Sample Letters to Parents (Notice 2)

DATE

Dear Parents,

We are looking forward to our trip to Tribune Bay Outdoor Education Centre and can now confirm the dates of \_\_\_\_\_ to \_\_\_\_\_. We will leave the school on the morning of \_\_\_\_\_ and return to the school on \_\_\_\_\_ at TIME.

It's time to start planning for the trip. We will have a short parent meeting for all parents on \_\_\_\_\_ at TIME in LOCATION. An information package for Tribune Bay Outdoor Education Centre will be distributed at this meeting. We're hoping to see all of you at this time. Please let us know if you are unable to attend. **Parents interested in volunteering for the camp will be asked to stay a few minutes longer to discuss further details.** We need X number of volunteers to have enough chaperones for a 1:10 ratio.

For our trip, we will need tents, tarps, and ropes. Please indicate below if you are able to provide any of these. We are also hoping that our **parent volunteers** can provide trucks or vans to assist with luggage transportation to and from Hornby Island. Please think about this and let us know at the parent meeting.

Thank you,

TEACHER NAME

\*See attached letter concerning criminal record checks for parent volunteers.

**Note to parents: Accidents can be the result of the nature of the activity and can occur with or without any fault on either the part of the student, or the school board or its employees or agents, or the facility where the activity is taking place. By allowing my son/daughter to participate in this activity, I am accepting the risk of an accident occurring, and agree that this activity, as described above is suitable for my child.**

\_\_\_\_\_

I give consent for my child(ren) to use the equipment as outlined.

**Signature of Parent/Guardian:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

Item	Quantity	Comments (size, colour)
Tent		
Tarps		
Ropes		

Please return this form by \_\_\_\_\_.



SD69 Sample Letters to Parents (Notice 3)

**Contains the Information Package (Attachment D)**

SD69 Sample Letters to Parents (Notice 4)

Dear Parents:

This is a final reminder for our trip to Tribune Bay Outdoor Education Centre on Hornby Island. Please have your child at the back of the school by TIME on DATE OF DEPARTURE. We hope to board the bus by TIME. Our estimated time of arrival back at school is TIME on DATE OF ARRIVAL.

***Calendar***

**Parent Meeting for Volunteers is \_\_\_\_\_ at TIME and LOCATION.**

**Day before departure:** Check the clothing list. Be sure to label everything. Please remember to include a sun hat and sunscreen. To ensure that we can carry everything, please keep bags to a reasonable size. Do not over-pack. If sleeping gear and clothes packs could be attached it will make packing and unpacking more manageable. It also ensures that things don't get lost. It is a good idea to put the sleeping gear into a garbage bag in case of rain. Label the outside of the bag clearly. **COME PREPARED FOR RAIN!**

We hope you've had a chance to check that all parts are there and that you have labelled your equipment. It would be a good idea to practice setting up the tent with your child so we won't experience difficulty at the Centre.

**Date of departure:** Send muffins and cookies (from a foodsafe kitchen as per school policy) to school. Thank you to the parents who are contributing these goodies for our camp snacks. Students are to bring all their labelled gear. Remember to send a **bagged lunch** today to be eaten at Tribune Bay. See you at the school by **EARLY DROP OFF TIME**.

**Travel Itinerary:** Bus to BC Ferries/Buckley Bay travelling then to Denman Island. TBOEC Chartered Bus will pick up students at Denman Island to transfer them to BC Ferries to Hornby Island where they will be picked up by a second Chartered Bus. The same process will be reversed for returning to school.

**Date of arrival:** Please remember to make arrangements to pick up your child and their equipment at school at **EARLY PICK UP TIME**.

**We wanted to thank all our volunteers for their help. We couldn't have done this trip without you.**

Hoping for good weather,

TEACHER NAMES

Note: In case of Emergency, you can contact your teachers at **Tribune Bay Outdoor Education Centre**, (250) 335-0080

# Attachment B - Sample Fundraising Form

## SD69 Sample Fundraising Letter for a Raffle Draw

### Tribune Bay Outdoor Education Centre 2020 Trip Fundraiser

Starting \_\_\_\_\_ through to \_\_\_\_\_ the classrooms attending the Hornby trip this spring will again have the opportunity to raise money towards the total cost of their trip by fundraising and selling raffle tickets for a "\$500 Gift Card to Save On Foods". In 2017, families volunteered to raise over \$XXXX which after expenses was close to \$XX off per kid. In 2018, we were more successful and raised over \$XXXX to reduce the cost by \$XX per kid. In 2019, we sold all our raffle tickets and raised over \$XXXXX! We strive to make that happen again this year **BUT WE NEED YOUR HELP.**

In order to get started and make sure we have all classrooms on board, each classroom will need a **MINIMUM OF 2 KEY PEOPLE that will be the "GO-TO" person for that class.** I (NAME OF PARENT VOLUNTEER FUNDRAISING COORDINATOR) will be the overall contact and "GO-TO" person for tickets, money, additional questions & setting up fundraising at Save On. They key contact person for each class will work with me & be responsible for their classroom tickets & any additional fundraising ideas, such as scheduling group sales, etc. We are very open to anyone who would like to step up & take on a different location. It would require contacting the store manager & receiving approval & then setting up raffle selling dates.

**WHO:** All students and families from the classes going to Tribune Bay can participate in selling tickets. Tickets can be sold to family, neighbours, coworkers, community members, etc.

**WHAT:** \$5.00 raffle ticket for a chance to win a \$500.00 Gift Card to Save On Foods

**WHEN:** \_\_\_\_\_ to \_\_\_\_\_. Draw to be on \_\_\_\_\_, winner will be contacted by phone

**WHY:** The fundraiser targets the whole community of \_\_\_\_\_ rather than just other families at school.

**HOW:** PAC will be managing the gaming license for the classrooms to participate in this fundraiser to adhere to BC Gaming Guidelines. 100% of the profit goes to the Trip Fundraiser.

**YOUR ACTION:** Please return the bottom of this letter by \_\_\_\_\_ indicating your commitment to participating. Each classroom needs 2 designated key people in order to move forward. Tickets will be available \_\_\_\_\_. The option to check out tickets in packs of 10 will be available upon your signature request below showing you take full responsibility for the tickets. Because this is a BC Gaming event, it is important that all unsold tickets, stubs & money are accounted for. Thank you for your support!

Students Name: \_\_\_\_\_

Classroom: \_\_\_\_\_

Parents Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parents Email: \_\_\_\_\_

Parents Number: \_\_\_\_\_

Sign me up for: (Please check all that apply to you) PLEASE RETURN BY \_\_\_\_\_

I am available to be a key contact for my child's classroom

I would like to sell raffle tickets on behalf of my child, I take responsibility for the raffle tickets/money I am assigned & **agree to have all unsold tickets, stubs & money returned to the classroom on or before \_\_\_\_\_.**

Ticket #s assigned:

Date sent home:

Signature:

I am available to volunteer on one, or more, of the upcoming weekend day(s) for a group classroom fundraiser sale outside Save On (dates TBA).

## Parent Volunteer/Fundraising Incentive Funds

We understand that there is a great deal of expense incurred to families who have a child attending the Tribune Bay Outdoor Education Centre educational trip on Hornby Island, especially if both you and your child are going. It is for this reason that we would like to continue to offer incentives for parents who intend to go on the trip. Please note, volunteer forms will accompany this form & the first fundraising weekend begins \_\_\_\_\_. Below will be the list of weekends assigned to each class. If you are planning to go on the Hornby trip & would like to participate in the volunteer incentive program, please fill out the information & return to your child's teacher ASAP. This form, along with the additional volunteer form MUST be returned to class by \_\_\_\_\_. It has been a challenge in the past to have enough volunteers to help sell tickets, so if you can spare any time please let your child's teacher know. The fundraiser works best with a group of 3 to 6 kids/families.

Contacts:

Overall fundraising management: NAME & EMAIL

Teacher 1 Contacts: NAME & EMAIL, NAME & EMAIL

Teacher 2 Contacts: NAME & EMAIL, NAME & EMAIL

\*If you would like to become a key contact, please indicate as such on the other volunteer form.

DATES and LOCATION and TIME of Fundraising Day 1

DATES and LOCATION and TIME of Fundraising Day 2

DATES and LOCATION and TIME of Fundraising Day 3

DATES and LOCATION and TIME of Fundraising Day 4

### Commitment:

- **For every 2-hour slot the parent volunteer signs up for with the class contact & participates alongside their child for the 2 hour committed slot, \$20 of that days profit will be applied toward the parent volunteer trip balance. You may sign up for a maximum total of X 2-hour slots for a maximum of \$X off the balance owing. We need a minimum of 1-2 parent volunteers per time slot (depending on the amount of kids at each fundraising station)**
- **Money is not transferable to your child's balance but is intended to benefit the parent participating and volunteering for the trip.**
- **In order to participate, you must return this form to class by \_\_\_\_\_**

**YES, I intend to go on the 2-night trip to Tribune Bay & would like to participate in the parent incentive fundraiser. Please check your class dates above and circle your availability. PLEASE RETURN FORM to the class by \_\_\_\_\_.**

Students Name: \_\_\_\_\_

Classroom: \_\_\_\_\_

Parents Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Parents Email: \_\_\_\_\_

Parents Signature: \_\_\_\_\_

## Attachment C - Tribune Bay Outdoor Education Centre Rates

### Basic Site Fee

\$62.00 pp/day or overnight up to 24 hours + GST

The rate includes full programming from Centre staff, camp site, camp support equipment and facilities

### Exceptions

\$42 pp/night or day for one supporting adult per 10 youth. The rate includes: full programming, a camp site and camp support equipment and facilities (helping Tribune staff supervise during program is required for this rate). Any additional adults are charged full rate.

\$12 pp/night or day site rate for Special Aids who are needed to support participating challenged youth (i.e. behavior or care aide, interpreters, EA).

**Extras** (in addition to our basic site fee)

**Catered meals** - \$17.00 pp/night +GST (3 meals: dinner, breakfast, lunch)

Minimum charge of 20 people, menu upgrades available, contact us for details.

Cabins/Dorms/Yurts - \$10.00 pp/night +GST

**Bus Transport from Buckley Bay** - \$375 round trip (group must look after gear transport to the Centre) \*Subject to availability.

**Camping Site** for your group (includes your own cook shelter with a food storage room complete with a refrigerator, propane stove, picnic tables, wash-up area, outhouse toilets, your own beach access path, campfire circle and tenting area).

If you are staying overnight, you are charged by the night (up to 24 hours), not day. I.e. Monday to Wednesday is two nights (in by noon & out by noon). However, single day programs are available at the same rate.

**Booking Information.** To book a site and program at the Centre, you will need to fill out a booking form and send in a deposit to hold your spot (available on-line or via email or fax).

## Attachment D - Tribune Bay Information Package

The Tribune Bay Outdoor Education Centre is a large piece of spectacular waterfront property located within Tribune Bay Provincial Park on Hornby Island. The Comox Valley (SD71) and Qualicum (SD69) School Districts jointly hold a permit for the express purpose of offering outdoor education to youth. The Centre is operated by the non-profit Tribune Bay Outdoor Education Society.

### **Contact Us:**

Tribune Bay Outdoor Education Centre  
6050 St John's Point Rd.  
Hornby Island, BC V0R 1Z0

Phone: (250) 335 0080

Fax: (250) 335 0890

Email: [info@tribunebayoutdoored.ca](mailto:info@tribunebayoutdoored.ca)

Website: [tribunebayoutdoored.ca](http://tribunebayoutdoored.ca)

### **Staff:**

Alex Ortwein, Program Manager

Kate Ortwein, Business Manager

Bonnie Hughson, Office Administrator

Ian Graboski, Program Coordinator

Plus an incredible complement of Program Facilitators, Catering and support staff

# Planning for Success, Fees, Site, Program

## Planning for Success

A quality outdoor education experience starts with students arriving to the site being able to do the following:

- Understand the importance of the Centre's theme of "Caring for self, others, and the environment"
- Participate in and understand the Hornby Island Recycling system and water conservation
- Respect the unique community of Hornby Island and give some thought how they can make a positive impact on the people and environment
- Understanding personal hygiene and keeping food safe in a camping environment
- Understand possible weather conditions and to be prepared for sun, wet and cold
- Understand the goal to work cooperatively in all program activities as well as cooking, cleaning and sleeping
- Understanding the use and take care of personal property as well as property belonging to others
- Understanding about fire safety and risk minimization while on a remote island

### *Reminder*

Please be aware that other groups may be at the Centre at the same time, our staff will do their best to keep groups separated so that each group can have a unique experience.

## For Your Information

### *Fees*

The basic site fee is based on minimum numbers (please check with us). Everyone in the group pays and is encouraged to participate in our programs. You are financially responsible for the minimum site fee for every night booked.

If you are staying overnight, you are charged by the night, not day. I.e. Monday to Wednesday is 2 nights (in by noon & out by noon). The fee is the same up to 24 hours. Single day programs without camping are possible at the same rate.

There are extra charges for catered meals, bus transport, sleeping in dorms, gas for stoves and garbage (not recyclables).

### *Site*

Each group will receive a self-contained camping site (regardless if you are staying in dorms or camping). This site includes a cook shelter (with food storage and refrigerator, UV-treated water in taps, gas stove and wash-up area), outhouse toilets, picnic tables, campfire circle and your own beach path.

### *Program*

Full program is included in your basic site fee you will receive your own team of program staff to do any of our programs (1 staff per every 8-12 students).

Groups should note that there are many program choices and most choices have a ratio of 18-12 participants per staff (i.e. Low & high ropes courses, climbing tower and kayaking) and your group may not have time to do all programs. We will give your group a customized schedule of activities that fits your group's needs (you will soon be sent a program selection form).

To keep activity groups small, we occasionally ask group leachers or accompanying adults in your group to lead some of our 'softer' activities (i.e. hikes or crafts but we will supply all materials and information).

## **Weather, Transportation, Other**

### **Weather Considerations**

For safety reasons, some of our programs cannot be done in strong winds (high ropes, kayaking or the marine studies boat) and we will offer a backup activity. We do offer programs in light and medium rain but may come up with an indoor activity in a 'down pour'. We encourage everyone to bring suitable weather gear (rain gear and sun gear).

### **Transportation**

Walk-on bus transportation\* across the island is available at an extra charge. Bus transportation schedule and program schedule will be sent to you close to your group's arrival

\*Because we contract off-duty school buses for our transportation, our busing is only available when we can book the local school buses. You are responsible for your equipment transport unless you make prior arrangements with us. BC school-age youth are free on the ferries, but you need to send a note with your group's letterhead to contact info in the booking form. Adults and any of the group's vehicles coming should use a BC Experience Card (available from the ticket booth) for a discounted ferry rate.

### **Other Information**

- There are pay showers (one loonie for 2 ½ minutes). Due to water consideration they are available primarily for adults and only for youth with a need (medical, sick, accidents).
- Firewood - use beach wood only; can't use deadfall or branches (we are in a Provincial Park)
- Water- water conservation is part of everything we do but all water on site is safe to drink (it is well water that goes through a UV treatment system).
- Grocery Store - Call ahead to arrange any large quantities (250-335-1121) and visits by students is strongly discouraged.
- Washer/Dryer - we have a coin washer/dryer if needed for emergencies only.
- Electronics-our Centre is an electronic free zone. We ask that the groups do not bring music players, cell phones (for adults only for discreet calls only) and cameras used appropriately with permission of subjects.
- No dogs allowed unless certified Service Dogs (see our group Policies page).
- Bikes are for transportation to and from our site but not around site.

## Program Choices

A program coordinator will work with you during your stay to ensure a quality outdoor education experience for your class or group. Activities offered by the staff are based on 10-12 or as stated...

### **Kayaking (10 youth, 1 adult + instructor)**

Discover the peace and joy of ocean kayaking in a truly beautiful location. An instructor will introduce students to paddling skills and kayak safety. (weather dependent)

### **Climbing and Rappelling Tower**

Students learn basic climbing and rappelling on our 50-foot climbing tower. Three faces; novice, intermediate and challenging.

### **Energy Burning Wide Games**

This series of active cooperative games requires plenty of energy. These are cooperative games that can exhaust an entire group!

### **Orienteering (Maps and GPS)**

Students learn map reading skills while they find a series of control points located throughout the site.

### **Island Hikes**

Choose from a wide variety of difficulty, length and spectacular locations. Locations include Whaling Station, Helliwell Provincial Park, Mt. Geoffrey Escarpment Park.

### **Campfire (everybody)**

A wonderful opportunity for good old-fashioned campfire fun. Skits, songs and storytelling. A great way to end the day.

### **Initiative Tasks and Trust Building**

Challenge your group's problem-solving skills. These tasks require cooperation and teamwork; the solutions are limitless (prerequisite for ropes course activities)

### **Forest Detective**

Interactive interpretive forest study that combines a short hike and has each student take on the role of the educator.

### **Ropes Challenge Courses**

Our high and low ropes challenge courses offer the opportunity to participate in a series of activities involving mental and emotional risk taking and physical challenge. They are activities using ropes and cables low or high in the trees (with safety equipment).

### **Petroglyph Study**

Bike or hike to Petroglyph Beach to observe ancient stone carvings. Great opportunities for artwork and creative writing.

### **Animal Adaptations**

Through a series of five role playing activities, students will learn how animals adapt to their environment.

### **Predator and Prey**

Two versions of the animal role playing game. Teaches animal interactions within a selected habitat.

### **Beach Studies**

Comb the tidal pools. There are different studies to entice budding marine biologists.

### **Stand-Up Paddle Boarding**

Learn the hottest new water sport that is exciting and great for core strengthening.



## Recycling Tips and Tricks on Hornby

Hornby Island does not have a landfill site; garbage is trucked off the island at high cost. However, there is an incredible Recycling Depot that has a very organized system of separating recyclable materials and then the staff finds markets to have the materials reused. In fact, the Hornby Recycling Depot is well known for its innovative system. Also, there is a free store attached that is a perfect way to share items that still have a use to someone else.

### *Recycling at the Tribune Bay Outdoor Education Centre*

At the Centre, you can help start the recycling process\* by separating:

Bin 1: *Metal and Glass* (rinsed). Bin 2: *Paper* (clean & dry paper or cardboard), Bin 3: *Compost* (no fat, bones, meat), Bin 4: *Plastic* (clean), Bin 5: *Garbage* (mixed materials, contaminated things that can't be cleaned, grease, bones, meat).

\*When recyclables go to the Recycling Depot, everything gets sorted further.

Remember: TBOEC is charged for each bag of garbage we dispose of.

How you can help:

*Reduce*: buy in bulk or purchase food in reusable containers.

*Reuse*: Bring metal cutlery, reusable dishes and food containers.

*Recycle*: the Hornby way.

This year, TBOEC is reducing our environmental impact by cutting out juice boxes from our menu, shopping for less packaged foods, and encouraging groups to pack their own sandwich containers for your take home lunch on the last day!

### *Fun Ideas to Encourage Recycling at School*

- Scavenger Hunt - sort items according to Hornby's system - discuss what things can be recycled
- Research and write stories about the journey of a glass bottle - what will it be in its 'next life'? (could do the same for metal objects, paper, etc.)
- Biodegrading & Decomposing - this could be a science activity, appreciating how matter can be returned to the earth. Study what happens in a week, a month, a year buried in soil, water or exposed to light.
- What really happens to GARBAGE - look at life in a land fill, leakage of hazardous wastes... create a story about what life would be like without a garbage can.

### *On Hornby*

Visit the Recycling Depot or better yet, take your recyclables to the Depot and have your students be part of the further separation and see it all in action. Make paper from scrap paper resulting from your camping. You will need water, a screen (to drain the paper) and 24 hours to dry newly made paper.

### *At Home*

Buy in bulk. Buy products in recyclable or refillable containers. Avoid products with excess packaging. Designate a Bin Monitor to be on duty during mealtimes. They should ensure that the recycling guidelines are followed.

# Tent Set Up

## What Works and What Doesn't

Here are some clues when checking camping equipment.

### *Tent Check*

- holes in tent
- tent zippers working
- tent fly (very important)
- tent pegs
- rope & tarp/plastic to shelter tent
- plastic for ground sheet (edges of ground sheet tucked under tent so does not collect water)

### *Clothing and Bedding*

- keep clothes/sleeping bag/ pillow away from sides of tent until bedtime (sleeping bag rolled up during day, so others don't walk on it).
- Keep clothes/sleeping bag in plastic bags during the day during wet weather to keep dry.

### *Set your tent up away from:*

- main traffic routes to beach & road
- forest edge
- cook shelters
- outhouses
- campfire pit
- stumps, rocks and twigs

### *Tenting Groups Set Up*

An effective way of setting up your camping area to promote positive and cooperative group relations is to set up in pods of three to four tents with one adult tent close by to the pod - that adult is then responsible for the support and behavior management of that pod of tents.

## Centre Site Expectations

Upon arrival, your program coordinator will meet the group, help with logistics and have two meetings: one for the youth in the group and one with the leaders and adults.

1. Tribune Bay Outdoor Education Centre has General, Waterfront and Adventure Program Policies, the policies must be followed. Groups should make themselves familiar with these policies after first arriving or before coming to the Centre.
2. Smoking (adults only) is permitted at camp gate, please bring butts to garbage.
3. Vehicles and bicycles are permitted adjacent to camping areas only. Students/youth may ride to a program requiring bikes but not to the beach or around the site.
4. Please be considerate of the neighbors. Groups must be in their site and noise kept to a whisper from 10:00 pm to 7:00 am. Please do not go the beach after campfire program. Beach closes May to Sept at 9:00.
5. Recyclables and garbage must be sorted, rinsed (if needed) and put in the proper bin.
6. Clean-up is the responsibility of users. If necessary; an additional charge will be made to cover the costs of clean-up of the site, sorting of recyclables or any garbage. No charge for properly sorted recyclables (paper, glass, compost, metal or plastic) left.
7. Children and youth must be supervised by adults at all times they are not in program with our staff - including at the beach, tennis court area, at the campsite and other off-site areas.
8. Groups must use specific beach access assigned to their site when other groups are at the Centre.
9. Beach wood is the only wood used for fires. Tree cutting or removal and burning of deadfall or branches is not permitted.
10. To avoid animal or bird problems, food should be kept in the storage room or refrigerator of the cook shelters. Cooking is to be done at the cook shelter and not near tents.
11. Your group supervisor must be familiar with the site emergency procedure and ensure everyone in the group is aware of the site expectations.

**More information will be given by your program coordinator however, please note: In case of extreme emergency (i.e. earthquake or fire) and if group leaders or teachers cannot give direction, the emergency meeting area is the tennis court located by the beach. In case of accident or need, your program coordinator or Centre Administrator are trained in first aid and can help access other medical services (go to the Administrator's or program supervisor's residence after hours). Please report all accidents/incidents.**

12. Alcohol, pets (other than Certified Service Dogs) and fireworks are not permitted on the site.
13. The group supervisor is to check the condition of site prior to use and before leaving. Any breakage or substandard conditions are to be reported to the program coordinator or manager.
14. Because you are in a BC Park, waking access through parts of the Centre is permitted to the public 7am-9 pm (however, they cannot loiter, be in your camping area or cause you or your group members to feel uncomfortable). Please report any concerns immediately.

Due to the impact (physical and visual) by the number of groups using our site and other areas of Hornby Island, we must limit group sizes on hikes, studies and tours of the island (the general guideline is 10-12 students/youth per group)

## Medical Information, Photo Release, and Permission Form

This form is to be kept at the Centre and made available to the Centre's Managers, while the participant is actively involved in the camp taking place at the Centre under the facilitation of Tribune Bay and possibly other certified staff.

Name of Participant _____ Date of Birth _____ Age _____ Care Card# _____
<b>Emergency Contacts:</b>  Name _____ Relationship _____ Ph. _____  Name _____ Relationship _____ Ph. _____
<b>Medical Information:</b>  Doctor _____ Ph. _____ Clinic _____ City _____ Allergies _____ Medical/Diet Concerns _____ Medication _____

I/We are aware of the Centre's activities and relevant policies. I/We are aware that there are activities that may use a climbing tower, a high ropes course, kayaks, stand-up paddle boards and many other Centre related games and activities. By signing below, I/we give permission for my child to participate in all programs. I know that I am welcome to discuss any concerns or questions with camp administration.

I/We are aware that Tribune Bay Outdoor Education Centre sometimes takes photos of groups or individuals participating in our activities. Photos are sometimes posted on the Centre's social media pages and website to share the experience that people have here. By signing below, I/we give permission for potential photos of my child participating in the Centre's programs to be shared online without compensation.

**If you do not want photos taken** of yourself/your child, please mark and "X" in the box.

In the unlikely event that my child is injured, the staff will administer first aid and/or will call in local medical support if needed (i.e. Fire Department First Responders or Local Doctor).

Parent(s) or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Tribune Bay Outdoor Education Centre Policies

Phone: (250) 335 0080 Fax: (250) 335 0890

Email: info@tribunebayoutdoored.ca

## **General Site Policy**

The Centre's general rules, emergency procedures and guidelines will be given in an orientation at the time of arrival to all youth participants. The Centre's general site policy follows a general theme of caring for self, others and the environment. Individual and group learning, experience and development are second only to the Centre's commitment to safety. The Centre's environmental policies take in account Hornby Island's unique characteristics; activity group sizes are limited for safety, impact on the environment and individual benefit.

## **Waterfront and Supervision Policy**

### **A. Actual Swimming**

The Centre's policy does not allow actual swimming during any time a camper is participating or staying on Centre property (BC Parks-Park Use Permit area).

### **B. Wading in Water** (knees to thigh depth)

- a. In our camps we do allow splashing and wading in the ocean as long as teachers, parents, and guardians are actively and closely supervising campers
- b. Adults get campers to use a Buddy system while campers are in the water.
- c. Surfing, skim boarding, or related activities are not allowed

### **C. General supervision.**

Staff, teachers, parents, or guardians must always be supervising the campers. If age appropriate, staff do allow children to go away from program activities for washroom breaks with a buddy. Showering is done in small groups (or individually) but campers must wear bathing suits. Staff stay in pairs with the children at night.

### **D. Criminal record check**

All Centre staff undergo a criminal record check (specifically regarding working with children).

## **Adventure Program Policy**

1. A trained instructor employed by the Centre will provide all instruction and leadership and will ensure safety equipment is in place for the Centre's adventure programs.
2. All instructors at the Centre have experience and training appropriate to a level needed to ensure facilitation and safety of Centre's adventure and regular programs.
3. Instructors are familiar with and follow risk management policies in place for all Centre programs.
4. All participants must wear approved safety equipment for the various adventure programs as set out by the Centre policies (i.e. Personal Flotation Device for kayaking, life jacket for 12 passenger boat, helmet and climbing harnesses for climbing tower and high ropes).
5. Centre adventure programs are based on providing an introductory adventure experience and as such, are based on providing maximum safety margins for the age and experience of the youth participating in the programs.
6. When encouraging campers at the various programs, Centre staff use the acronym ACE as a guiding principal for everyone. A (Accepting All Levels of Abilities; everyone has different strengths) C (Challenge by Choice; encouraged to do their best but individual has final say in how far they want to push their own limits) and E (Encouragement of others).

# Packing List

- Bag lunch and drink for first day**

## *Clothing*

- Runners or light hikers
- Sandals or water shoes
- Thick and thin socks (5)
- Underwear
- Shorts
- Long pants
- T-shirts
- Long sleeved shirt
- Warm sweater or fleece
- Waterproof jacket
- Bathing suit
- Pajamas
- Hat

## *Toiletries*

- Toothbrush
- Toothpaste
- Towel
- Facecloth
- Comb or brush
- Soap (in a container)
- Sunscreen
- Mesh bag for toiletries

## *Bedding*

- Sleeping Bag
- Sleeping mat (thin foam for tenters only)

## *Miscellaneous*

- Flashlight
- Sunglasses
- Watch
- Camera
- Book
- Cards
- Day pack

## *Camping (if tenting)*

- Tent with fly or tarp
- Ground sheet
- Poles and pegs

## *Meals*

- Bag lunch for first day**
- Labelled** hot liquid cup for campfire
- Labelled** Tupperware (large enough for a Kaiser bun sandwich)
- Mesh bag to hang mug to air dry

Important: line pack or suitcase with a garbage bag before adding clothing for waterproofing during transit

## *Other things to bring*

- √ Singing voices
- √ Skit ideas
- √ Diary or journal
- √ Positive attitudes
- √ Clothing for sun or rain
- √ A good book

## *Things not to bring*

- × Ipod or MP3
- × Knives
- × Electronic games
- × Cell phones
- × Curling irons
- × Money
- × Jewelry
- × Junk Food
- × Make-up
- × Negative attitudes
- × Anything you don't want dirty, lost or broken