



TEACHERS' CHECKLIST

Preparing for the Experience at Sea To Sky Outdoor School

MONTHS BEFORE:

- ❑ **Sea to Sky AGREEMENT** – complete with Principal's signature and return with deposit.
- ❑ **Contact** - confirm which Sea to Sky 'Islander' will be the Program Coordinator (PC) for your group.
- ❑ **School visit** - arrange a date and time for the 'Islander' to visit your school for a student & teacher orientation.
- ❑ **Parent's letter** - send out a parent's letter outlining proposed Outdoor School, dates and approximate costs
- ❑ **Parents meeting** - arrange a parent's information meeting if deemed necessary. If you would like an 'Islander' there, try to arrange it the day of the school visit.
- ❑ **Visit our web site** – encourage students & parents to visit our web site to find out more about Sea to Sky.

FOUR WEEKS BEFORE:

- ❑ **Personal Profiles & Consent Forms** – photocopy back-to-back and circulate to student and adult participants. Have them returned to the school within a week.
- ❑ **Travel Arrangements** - arrange bus to Horseshoe Bay. Book passage with BC Ferries tel: 1-888-223-3779 (then press 5). Sea to Sky arranges water taxis to Camp Latona on Gambier Island if required.
- ❑ **Arrange Student Groupings**
 - *Cabin Groups*: 11 students per cabin (Elphinstone), 6-14 students per cabin (Gambier), 1 adult per cabin.
 - *Adventure Groups*: 12-16 students per group with gender balance. 1 adult minimum per group.
- ❑ **Adult Participants** - circulate and review with all adult participants (teachers, parents and youth leaders) the following: *'Expectations of Adult Volunteers'*, *'Packing List'*, *'Community Values & Rules'* and the *Sea To Sky Outdoor School brochure which profiles our purpose and goals*.

TWO WEEKS BEFORE:

- ❑ **Preparation material** - review with students: *packing list, rules, values, vocabulary list, maps, etc.*
- ❑ **Island Name Tags** (optional)
- ❑ **Personal Profiles/Consent Forms** – Contact *Purolator* (1-888-744-7123, then press 1) and courier to: *Sea To Sky Outdoor School c/o Tim Turner, 655 Franklin Rd., Gibsons, B.C. V0N 1V8.*
- ❑ **Cabin & Adventure Group Lists** – email electronic versions of both lists (use first AND last names).
- ❑ **Confirm final numbers** of students and adults attending – email confirmed numbers.
- ❑ Send list of any significant **medical conditions and food allergies** – email electronic list.
- ❑ **Travel Arrangements** - confirm final travel arrangements (bus and ferry).

ARRIVAL DAY! *Please remember the following:*

- ❑ Bring Personal Profiles & Consent Forms that were not already couriered to Sea To Sky;
- ❑ Collect student personal medications which parents have ziplocked and identified (see packing list);
- ❑ Bring student log books (if they were distributed by Sea To Sky during the student orientation at your school);
- ❑ Remind your youth leaders and adult participants to have their 'Go Gear' ready with a lunch for Day 1;
- ❑ Do not use BC Ferries baggage service! All packs should be carried on and kept with the school so that your group can make a clean connection with water taxis or baggage pickup on arrival at Langdale ferry terminal;
- ❑ 15 min before the ship's arrival at Langdale please insure the group is on the lower car deck ready to walk off;
- ❑ A Sea to Sky Islander will meet you at Langdale to facilitate the loading of water taxis or other transportation arrangements.

Sea to Sky Outdoor School for Sustainability Education,
Box 1792, Gibsons, British Columbia, Canada V0N 1V0

Tel: (604) 886-2258 • Fax: (604) 886-2015 • Email: timturner@seatosky.bc.ca • www.seatosky.bc.ca