



**HEARTLAND**  
**OUTDOOR SCHOOL**

# **Field Trip Planning Guide**

**2020 – 2021**

**School Calendar Year**

## **HEARTLAND OUTDOOR SCHOOL PURPOSE STATEMENT**

To encourage hands-on discovery, teamwork, personal growth and an appreciation for the environment through a fun, safe, quality program.

## **CONTACT INFORMATION**

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This guide and other information and resources about Heartland are available upon request or can be downloaded from our website, [www.heartlandoe.com](http://www.heartlandoe.com).

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## GENERAL OVERVIEW OF PLANNING A TRIP

	<b>Steps</b>	<b>Notes</b>
<b>1</b>	Tour Heartland	We would love to show you what we have to offer. This is a recommendation for schools planning their first visit to Heartland.
<b>2</b>	Select camp dates	Our dates fill up quickly. Let us know what dates would work best for you and we will do our best to fit you in.
<b>3</b>	Receive a contract	Once we have your information, we will generate a contract and send it to you. It will have estimated arrival times and departure times as well as numbers and meal times.
<b>4</b>	Sign contract and return (w/ Purchasing Order [P.O.] Number)	Be sure to read each page and sign or initial where appropriate. You can then either scan & email or mail your signed contract to us. Remember to include your Purchasing Order (P.O.) number. <b>A signed contract is needed to secure your dates.</b>
<b>5</b>	Secure funding	See "Funding" section, pg. 2, for ideas.
<b>6</b>	Schedule transportation	Don't forget to include number of buses or vehicles, dates, times, driving directions, etc.
<b>7</b>	Select chaperones	See "Choosing Chaperones" section, pg. 4.
<b>8</b>	Decide if you need a Parent Informational meeting	To take place sometime before camp. It usually lasts about 45 minutes. Call or email for availability.
<b>9</b>	Create information packet for students & parents	See the "Parent Packet" section, pg. 10.
<b>10</b>	Attend the Parent meeting (if scheduled)	To take place sometime before camp. It usually lasts about 45 minutes.
<b>11</b>	Fill out "Field Trip Planning Form" and return	This includes information such as number of students & leaders and class selections.
<b>12</b>	Group students into traveling tribe groups	See the section entitled, "How to divide students into traveling tribe groups" for more information, pg.4.
<b>13</b>	Send Activity & Program Participation Agreement forms to Heartland	We require one for each student, teacher, and chaperone attending camp.
<b>14</b>	Complete health screenings	Lice and illness check for each student.
<b>15</b>	Enjoy your stay at Heartland	Arrive, relax, and enjoy your experience.

## **DEADLINES FOR INFORMATION**

All of the deadlines below exist to give you and your students an unforgettable, fun, safe experience. These are our deadlines for your camp experience. You may have other deadlines for your group.

<b>Item</b>	<b>Deadline</b>
Signed Contract	As soon as possible to secure your dates
Contact us to schedule a Parent Meeting	90 days prior to camp
Field Trip Planning Form	30 days prior to camp
Notify us of any food allergies or restrictions if taking part in a Heartland provided meal	30 days prior to camp
Traveling Tribe Groups	14 days prior to camp
Names of teachers and parents attending	14 days prior to camp
Activity & Program Participation Agreement forms (one for every person)	7 days prior to camp

## **CONTRACTS**

Signed contracts provide two things. They secure your dates and provide a point of reference. As groups request trip dates throughout the year, priority is given to those who have turned in a signed contract. We cannot hold your dates for camp without a signed contract. Returning groups will have the chance to keep their dates from year to year, as long as a signed contract has been received. Please remember to include a Purchase Order number or deposit with your signed contract.

The number of students, teachers and chaperones on the contract is an estimate and not a guarantee of how many people you will bring. The total payment is also an estimate based on the number of estimated guests. Your final invoice amount will be based on your actual number of attendees (with a minimum group size of 20).

## **FUNDING**

There are many ways to fund camp. Some ideas include: fundraisers, grants, corporate sponsors, parents, PTO or PTA, Title funds, and many more. Each group will need to evaluate what works best for them. Please contact us for more information on possible fundraising ideas.

## **TRANSPORTATION**

Your group is responsible for making the transportation arrangements. If using busing, you will need to work with your busing department to arrange number of buses, drop off and pickup times, directions and funding. Contact Heartland to arrange arrival and departure times for your group.

Due to the rural nature of our camp, some of the roads near Heartland are not accessible to buses. For this reason, we recommend giving the provided driving directions to each person in your group that will be driving to Heartland. Up-to-date driving instructions can be found either in this packet (page 8), or on our website. **(PLEASE do not use Google Maps, MapQuest, or GPS devices for directions, as we have found them to be very inaccurate or misleading in guiding guests to Heartland.)**

## **FIELD TRIP PLANNING FORM**

This form includes information such as group contact information, numbers of students and leaders, as well as class choices. Please use this form as a tool to help with your planning. A copy can be found in this guide or downloaded from our website. Please feel free to contact us if you have questions about the form. *This form is due no later than 30 days prior to your visit.*

## **RECOMMENDATIONS AND TIPS FOR CHOOSING ACTIVITIES AND CLASSES**

Whether the goal is team-building, curriculum enrichment, or outdoor adventure, we will work with you to tailor your experience to reach your goals. All of the classes offered at our outdoor school are designed to meet or exceed the Ohio State Standards for curriculum. Please review the class options found in this packet and refer to our website for more detailed descriptions. We highly recommend calling or meeting with a Heartland staff member to help plan your field trip.

Our classes fit into either 1-hour or 2-hour time blocks. The amount of class hours available varies based on the length of your field trip experience. Please contact us to work out a schedule that works best for you and your group.

## **PARENT INFORMATIONAL MEETING**

A Parent Informational Meeting is a great way to present the field trip experience for the first time, or to increase interest in your group. Please contact us to set up a date and time if you are interested in this. The meeting typically requires about 45 minutes with a "Question and Answer" time at the end. We will show a video and PowerPoint of the camp and will need a computer with projector and sound capabilities or a way to present our PowerPoint and video.

We can also schedule a trip planning meeting with the Field Trip Coordinator and Heartland staff before or after the parent meeting to go over planning or questions about camp. *Please schedule 90 days prior to camp.*

## **PACKET FOR STUDENTS/PARENTS**

We recommend that you put together a field trip packet for students to take home to parents. You will find recommended pages to copy at the end of this packet.

Here are some items you could include in each packet:

- A cover letter introducing camp
- Camp contact information
- Student Pick-up and Drop-off times
- Cost of field trip and payment info
- Permission slips and/or any school forms (e.g. release forms)
- Heartland Activity & Program Participation Agreement form
- Packing list for students

## **CHOOSING CHAPERONES**

Your group is responsible for bringing adequate supervision for their students. Please contact us to discuss the appropriate ratio of chaperones to students for your group size.

Your group is responsible for providing the appropriate number of chaperones and the screening of these individuals. Heartland also recommends using state-certified background checks for any adult chaperones.

## **HOW TO DIVIDE STUDENTS INTO TRAVELING TRIBE GROUPS**

Depending on your group size, we recommend traveling tribe numbers be around 20-35 students. You may, however, want to divide students in such a way as to avoid behavioral issues.

If you need help with dividing students into traveling tribes, please contact us.

## **PAYMENT**

At the time of signing a contract, we will work out your form of payment. Depending on your form of payment, we will require either a deposit or a Purchase Order number with your signed contract.

During your field trip, a representative from Heartland will meet with one or more of your group leaders to confirm the number of teachers, students, and chaperones that attended the field trip. We will adjust the total invoice amount based on the numbers and email an invoice to the group leader.

Depending on your payment type, payment is due either the day of (deposit) or 30 days after your field trip (Purchase Order).

## FIELD TRIP PLANNING CHECKLIST

✓	TO DO	NOTES
	Contact Heartland for dates and prices (due ASAP)	
	Receive contract from Heartland	
	Sign contract and return to Heartland (due 14 days after you receive the contract)	
	Develop field trip funding and payment plan	
	Schedule transportation	
	Select chaperones	
	Schedule parent meeting if necessary (due 90 days prior to visit)	
	Create packet for students and parents	
	Permission slips for students	
	Complete 'Field Trip Planning Form' and send to Heartland (due 30 days prior to visit)	
	Communicate any food allergies or restrictions to Heartland (due 30 days prior to visit)	
	Send traveling tribe groups to Heartland (due 14 days prior to visit)	
	Activity & Program Participation Agreement forms for students	
	Activity & Program Participation Agreement forms for teachers	
	Activity & Program Participation Agreement forms for chaperones	
	Send completed and signed Activity & Program Participation Agreement forms to Heartland (due 7 days prior to visit)	
	Distribute driving directions to drivers & transportation	



# FIELD TRIP PLANNING FORM

## HEARTLAND OUTDOOR SCHOOL

Please feel free to contact us at any point while filling out this document. We want to help make this a fun learning experience for your students! *This form is due no later than 30 days prior to your visit.*

### GENERAL INFORMATION

School \_\_\_\_\_ Grade(s) \_\_\_\_\_ Trip Date/Year \_\_\_\_\_  
 Coordinator \_\_\_\_\_ Phone number (\_\_\_\_\_) \_\_\_\_\_  
 Principal \_\_\_\_\_ School phone number (\_\_\_\_\_) \_\_\_\_\_  
 Arrival time: \_\_\_\_\_ Departure time: \_\_\_\_\_

### PARTICIPANT INFORMATION

Students	Chaperones	Teachers	Special Arrangements: _____
___ Male	___ Male	___ Male	_____
___ Female	___ Female	___ Female	_____
___ Total	___ Total	___ Total	_____

### MEALS

Provided \_\_\_\_\_ OR Packed \_\_\_\_\_

Heartland provided meals are "serve yourself" style with both hot and cold options available on the serving line.

If your group will be participating in meals provided by Heartland during your visit, please contact us with information on food allergies or restrictions no later than 30 days prior to your visit so we can best meet your group's needs.

### SCHEDULE INFORMATION

**Please number choices in order of preference (1, 2, 3...).**

<b>Grades K-2 Classes</b>		
___ Animal Encounter	___ Interesting Insects	___ Ohio Living History
___ Archery	___ Making Tracks	___ Rockin' Habitats
___ Birds of a Feather	___ Nature Craft	___ Sounds of Nature
___ Climbing Wall	___ Animal Collage	___ The Fantastic Five
___ Creek Critters	___ Bird's Nest	___ Under Your Feet
___ Discovery Hike	___ Nature Rubbing	___ Wild Ohio
___ Green Sprouts	___ Sun Catcher	
___ Hidden	___ Tree Cookie Art	

<b>Grades 3-8 Classes</b>		
___ Amazing Machines	___ Eco X-Stream	___ Team Challenge
___ Archery	___ Fantastic Fish	___ 1 hour
___ Arthropods	___ Group Problem Solving	___ 2 hours
___ Backyard Buffet	___ Mad About Mammals	___ Wilderness Survival
___ Climbing Wall	___ Ohio Living History (2 hrs.)	___ 1 hour
___ Construction Zone	___ Ornithology	___ Fire building
___ Critter Scene Investigation	___ Pathfinders	___ Shelter building
___ Earth Rocks 101	___ Poet-Tree	___ 2 hours
___ Earth Rocks 102	___ Reptiles & Amphibians	
___ Eco Explorers		<b>Grades 7+</b>
		___ High Quality H <sub>2</sub> O (2 hrs.)

<b>Elective Classes</b>			
<b>Please call for activity minimums, pricing, and requirements.</b>			
___ High Ropes	___ Slingshot Paintball	___ Tie Dye	___ Zip Line

**HEARTLAND OUTDOOR SCHOOL  
TRAVELING TRIBE ROSTER**

SCHOOL NAME	DATE
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25
C	C
C	C
C	C

C for Chaperone



# HEARTLAND

## DRIVING DIRECTIONS

3201 COUNTY RD 225, MARENGO , OH 43334

### FROM I - 71



Take Exit 140, and go south on State Route 61

Turn right (west) on County Road 15 also called West Liberty Mt Vernon Road

Note: County Road 15 will go back over I-71

Turn right (north) on County Road 218 also called Berkshire-South Woodbury Road

Turn left (west) on County Road 225 also called West Liberty East Road

The entrance to Heartland is on the right!

### FROM ROUTE 23

Turn east on State Route 229

Note: Continue through the town of Ashley

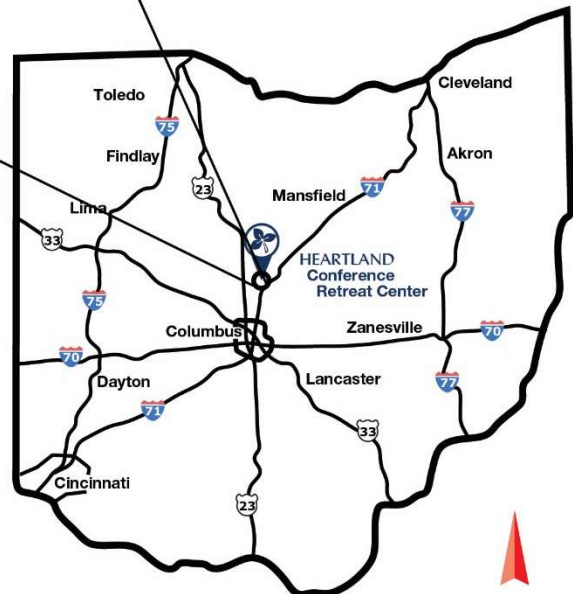
Turn right (south) on County Road 218 also called Berkshire-South Woodbury Road

Note: you will come to a sharp left curve.

After the curve, Turn right to stay on Country Road 218

Turn right (west) on County Road 225 also called West Liberty East Road

The entrance to Heartland is on the right!



# HEARTLAND SITE MAP



# **PARENT PACKET**





Dear Parent or Guardian,

The staff at Heartland are anticipating a wonderful upcoming camp experience for your child! Our mission as an outdoor school is to encourage hands-on discovery, teamwork, personal growth and an appreciation for the environment through a fun, safe, quality program. We are committed to excellence in everything we do and hope that your child will have the experience of a lifetime while at Heartland Outdoor School!

Here are a few reminders and helpful hints as you prepare to send your child to Heartland.

**Important Trip Details** (Set up by your Field Trip Coordinator):

- *Field Trip Coordinator* \_\_\_\_\_ *Contact Information* \_\_\_\_\_
- *Field Trip Date* \_\_\_\_\_ *Cost:* \_\_\_\_\_ *Payment Due:* \_\_\_\_\_
- *Transportation Arrangements*
  - Drop Off Location: \_\_\_\_\_ at \_\_\_\_\_ AM/PM
  - Pick Up Location: \_\_\_\_\_ at \_\_\_\_\_ AM/PM
- *Meal(s) during field trip:* \_\_\_\_\_
  - Provided by Heartland\* \_\_\_\_\_ OR Packed from home \_\_\_\_\_

\*If a meal is provided by Heartland, please inform your Field Trip Coordinator of any food allergies or food restrictions, so the information can be communicated to Heartland's Food Service Department to best meet the needs of you and/or of your child.

**Appropriate Clothing:** Because we offer hands-on science and team building classes, we spend most of our time in the great outdoors, even in the rain and cold. At times we may be out for several hours, and we ask that you help your child be prepared with appropriate clothing, as indicated on the "Packing List". In truly inclement weather, we have ample indoor teaching space.

**Activities & Program Participation Agreement Form:** Please complete the Activities & Program Participation Agreement form and return it to your Field Trip Coordinator on time. *Every student, teacher, and chaperone must have a completed, signed Activities & Program Participation Agreement Form to participate in our program.* Thank you for helping Heartland provide a safe and quality program!

For further questions, please do not hesitate to contact your Field Trip Coordinator or visit our website ([www.heartlandoe.com](http://www.heartlandoe.com)).

Thank you for your dedication and valuable help in preparing your child for Heartland Outdoor School.

Looking forward to the Adventure,

Adam Buzbee  
Director of Programming and Outdoor Education

# HEARTLAND OUTDOOR SCHOOL PACKING LIST

*Remember to pack carefully and don't forget your rain gear!*

## **Packing Tips:**

Be sure to prepare for all weather, as all classes are held outdoors rain or shine!  
Bring OLD clothes and shoes. We will get muddy!  
Label anything that you don't want to lose.

## **Required Items**

Poncho or Rain Gear  
1-2 Pairs of Old Shoes/Boots (One pair may get wet or muddy)  
1 Waterproof Bag for clothing/shoes  
Change of clothes (including socks and under clothing)  
Water Bottle  
Seasonal: Sunscreen/Lip Balm/Insect Repellent

## **Optional Items**

Waterproof Boots  
Baseball or other cap  
Labeled Camera (Disposable recommended)  
Notebook and pen (Be sure to label)  
Travel-size Hand sanitizer

## **In Colder Months**

Be sure to bring layers of clothing  
Gloves  
Warm Hat  
Thermal Layers  
Heavy Coat  
Warm Boots  
Thermal/Wool Socks

## **Leave at Home**

Money  
Knives/Weapons  
Food\*/Gum/Candy  
Cell Phones (Students)  
Firearms/Fireworks/Matches  
iPod/Mp3 Player/Radio  
Electronic Video Games

\*Unless your group is bringing a packed meal. Please contact your Field Trip Coordinator if you have any questions.



**HEARTLAND CONFERENCE RETREAT CENTER**  
**Activities & Program**  
**Participation Agreement**

\_\_\_\_\_  
Print Participant Name

\_\_\_\_\_  
Print Name of Group

\_\_\_\_\_  
Date of Event

**INSTRUCTIONS:** Please read this entire form carefully. Each participant and/or their custodial parent/guardian must read, complete, sign and submit this agreement to Heartland so that Heartland receives all completed and signed forms at least one business day before the Event Date. Without an appropriately signed form delivered to Heartland in advance, the individual will not be permitted to participate in the Program.

I have read, and do understand, the Participation Is Voluntary statement accompanying this form. I understand that my/my child's participation in all activities offered by Heartland Conference Retreat Center (Heartland) is based on the Participation Is Voluntary philosophy. These activities include, but are not limited to: High Ropes, Zip Line, Paintball, Team Challenge, Group Problem Solving, Archery, Night Hike, Nature Center, Large Group Game, Orienteering, Living History, Wagon Ride, Bird Blind, Climbing Wall and Wilderness Rush. I recognize that the Heartland Activities are designed to utilize experiential and engaging teaching techniques, and that my participation is purely voluntary. At all times I will choose my level of participation in any activity, and I agree to follow all guidelines and instructions as presented.

I do understand that the staff of Heartland have received extensive training, and will work to protect the emotional and physical safety of myself/my child. I understand that participation in Heartland activities in which I/my child have enrolled, may entail certain risks. I elect to participate in spite of these risks.

I do understand that safe participation in Heartland Activities requires reasonably good health, and I certify that I have/my child has no medical, emotional and/or physical conditions which could interfere with my/my child's safety in this activity/these activities.

I grant to Heartland and all persons acting through them, the rights to use, reproduce, assign, and/or distribute photographs, films, videotapes, and sound recordings of myself/my child for use in materials they may create.

I have read and do understand and accept the terms and conditions stated herein and acknowledge that this agreement shall be effective and binding upon my heirs, assigns, personal representatives and estate, and for all members of my family, including minor children.

**Therefore, for myself/my child, I knowingly and voluntarily assume all risks involved in my/my child's participation, and do hereby release and promise to defend, indemnify, and hold harmless, Heartland and its members, trustees, officers, employees, volunteers, independent contractors, and agents from any and all liability, damages, costs and expenses arising out of or relating to bodily or psychological injury, or loss that may occur as a result of participation in Heartland Activities, whether such injury arises out of the negligence of Heartland, myself/my child, or otherwise.**

**I hereby give my permission to Heartland, Licensed by the State of Ohio and Morrow County, to secure emergency medical and surgical treatment.**

\_\_\_\_\_  
Signature of Participant **(Required)**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Custodial Parent/Guardian  
**(Required if participant is a minor)**

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

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

Age of Participant if a minor: \_\_\_\_\_