TEACHER INFORMATION PACKET

Please note: This packet is to serve in conjunction with the Cabin Leader Information Packet and the Parent Information Packet. Please be sure to review those documents in addition to the information here.

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**Caritas Creek at CYO Camp Program Description**

The Caritas Creek at CYO Camp Environmental Education program has evolved over the course of 45 years and integrates themes and lessons from diverse sources of knowledge and wisdom. The experience begins and ends in the classroom, where students need it most. A Site Director visits the classroom, working directly with the students to prepare them for a week at camp. This Teacher Information Packet covers practical issues, while a separate Parent Information Packet includes documents such as a letter to parents, packing list, medical form, and clothing order form. The CYO Camp video contains helpful information about the program and a general overview of camp. Through these resources, teachers and parents will better understand the students’ experience at camp. A Parent preview by the Site Director is also available upon request. Please contact your Site Director to schedule all presentations.

Students spend five days at CYO Camp and Retreat Center in Occidental, California. During the week, they are exposed to a series of themes, hikes, activities, and lessons designed to promote learning, awareness, and character development on multiple levels: personal, social, environmental, and spiritual. The week includes five primary hikes, including a night hike, that add up to over 17 hours on-trail. We use curriculum that is paired with the Next Generation Science Standards designed by B.E.E.T.L.E.S. (Better Environmental Education Teaching, Learning, and Expertise Sharing), a program of the Lawrence Hall of Science, UC Berkeley. There are also small group discussions (Serendipities), moral development activities, camp electives (canoeing, archery, etc.), classroom meetings, and a closing Celebration.

In the weeks following camp, the Site Director returns to the classroom to debrief the experience and empower students to carry forward the lessons they have learned. The follow-up class visit offers ways for the students and teachers to continue their journeys as explorers, scientists, change agents, and ambassadors of Caritas Creek at CYO Camp.

**CYO Outdoor Environmental Education Program Description**

CYO Camp Outdoor School offers a unique combination of science curriculum, retreat style activities and group challenges for classes of students in the 5-8 grades. Our diverse educational programs allow schools the flexibility to choose from a broad spectrum of curriculum options. Three, four and five day experiences are available to emphasize the spiritual, social or academic development of your students.

The experience begins in the classroom as one of our Site-Directors spends 3 hours with the students orienting them to our curriculum and philosophy. Throughout 5-hour exploration hikes students will observe processes, patterns and cycles in nature, ask questions, conduct investigations, analyze, interpret and communicate their findings. Participants learn to use their five senses to make deep observations while exploring our 215-acre redwood forest, lake and stream. We use curriculum designed by B.E.E.T.L.E.S. (Better Environmental Education Teaching, Learning, and Expertise Sharing), a program of the Lawrence Hall of Science, UC Berkeley. We foster a spirit of inquiry focusing on the science practices featured in the Next Generation Science Standards. Ecology is emphasized in this hands-on learning experience as we focus on the interconnectedness between living things and their environment. From an understanding of basic ecological concepts, students develop a sense of awe, appreciation and responsibility to protect the environment.
Dedicated Naturalists lead Exploration groups of 12-14 students in a variety of activities to develop strong group cohesion and develop positive character traits in individual students. At CYO Camp, we create a welcoming atmosphere of acceptance, love and respect where every camper feels appreciated for who they are. Students return to their schools and communities with greater respect for one another and with a feeling of empowerment. They take responsibility for the effect they have on one another and their environment and make choices that are more positive.

The Teachers Role

The classroom teacher’s role is crucial to the success of the program. As you know, CYO Camp provides an environment for significant academic and personal growth. We invite you to be an active participant in all aspects of the program. Your responsibilities include helping students adequately prepare for their trip, helping your students gain the most they can from their experience while at CYO Camp and reinforcing the lessons they learned at CYO Camp after they return. There are several steps that need to be taken BEFORE, DURING and AFTER your visit.

THE TEACHER’S ROLE: BEFORE

Before the program week, classroom teachers should focus on the following three areas: Logistics, Education and Motivation. The Site Director assigned to your school will support you by providing a Classroom Visit and, if requested, a Parent Preview.

Logistics: There are several letters and forms to send to the Parent/Guardian(s) of your students: the Introduction Letter, the Medical Authorization Form, the Suggested Packing List, and the Clothing Order Form. You will find these forms in the Parent Information Packet. These forms should be sent and collected according to the time frame listed on the “Timeline Checklist” found in this section.

Cabin Leaders: You should begin recruiting Cabin Leaders immediately. Please see the “Cabin Leader Information Packet” for more information. Every Cabin Leader must receive a copy of the information packet.

Fundraising: You will want to plan fundraising strategies with your principal and parent groups well in advance of your trip to CYO Camp. Some schools have come up with ingenious solutions to the challenge of raising money for environmental education. We have enclosed general fundraising ideas and information that we hope will be helpful.

Motivation: Students will naturally possess a great deal of curiosity and excitement about their pending experience at CYO Camp. Along with their natural enthusiasm, you can help them to focus their energy, questions and ideas about what the experience will hold for them.

Education: We designed both of our programs to supplement your curriculum and complement many areas of study. You are the best judge of how to integrate relevant curriculum into your lesson plans. We use nature as the catalyst to teach themes such as Community, Diversity, Interdependence, Cycles, Habitat, Adaptation, and Evolution. We make connections between the forest, the creeks, and the student’s home environment. We use interactive activities, hands-on exploration, group discussion, inter-personal reflection and journal writing in a majestic outdoor classroom. Classroom teachers should begin integrating CYO Camp content into the classroom curriculum at least 1 to 2 months prior to your on-site date. For ideas on integrating program content into your classroom, contact your assigned Site Director or our Associate Director.
THE TEACHER’S ROLE: DURING
You will have an amazing opportunity to build new, solid, healthy relationships with your class. As your students enjoy new experiences and achieve new goals, they will look to you as their teacher, guide, mom/dad, friend, role model and fellow team member. Your role at camp differs greatly from your classroom role. Responsibility for the curriculum, activities, and discipline lies in the hands of our staff. We want you to participate and experience the program with your students. You do not have to be a science teacher, a camper, or a hiker; you just have to be invested in your students’ growth and willing to share in their experience. You will have the time to focus on individual students and watch their interactions with new teachers, students, and learning situations. This is also an opportunity to observe different teaching styles, techniques, and activities. We hope that you enjoy the opportunity and take full advantage of its possibilities.

Discipline/Supervision: Although the CYO Camp staff possesses training in proactive/positive discipline and supervision, we will continuously ask you for information and feedback regarding your students. We ask that you work in tandem with the staff regarding necessary disciplinary action or medical emergencies. We want to act consistently with your students and honor any special needs you identify.

Mealtimes: Teachers are welcome to sit with their students or our staff table.

Medication: Teachers will meet with the team of CYO Camp staff soon after their arrival at camp to discuss medical concerns and special needs. You will be the distributor of your students’ medication throughout the week and will have access to over the counter supplies (listed on the medical form) stocked in the medical cabinet at camp.

Electives: Electives are organized activities and games that the students take part in during the afternoon. They are fun, alternative, skill-building activities (e.g. archery, arts and crafts, gaga ball, canoeing, etc.) that offer students opportunities to learn something new while making great friends in the process. We encourage you to participate in an activity that you enjoy or bounce between activities to see all of your students in action!

Serendipity/Soul Food: Throughout the CYO Camp experience, young people participate in “Serendipities” and “Soul Foods”, which are activities designed to build a bridge of understanding between the diverse participants and to create a safe space for each young person to share thoughts, emotions, and spiritual insights in a supportive environment. There are three serendipity/soul food norms (“powers”) that each camper agrees to honor before participating in the activity. The first power is “active listening”. Students are expected to listen to each other with their eyes, with their ears, and with their heart. This ensures that each person’s thoughts are considered and validated. The second power is no put-downs. Students are discouraged from invalidating others’ feelings through spoken or unspoken insults. The staff member who facilitates the serendipity/soul food is charged with the responsibility to maintain this safe environment. The third power is trust. The community that is participating in the serendipity/soul food agrees that what is said in the circle remains in the circle. This insures that the thoughts and feelings shared during the serendipity/soul food are treated as sacred, and students show their respect for each other’s’ opinions by agreeing to keep them private. Serendipities/Soul foods can create a sense of family through honest communication and mutual respect. Serendipities/Soul Foods illuminate the connectedness of all human beings to one another and to the divine as we share in the joys and sorrows of each other’s’ lives. All classroom teachers are invited to participate in these moments throughout the experience.
Caritas Creek at CYO Camp

The Week
Below is a general overview of some of the highlights of the week. The CYO staff will provide a customized experience that will best fit the needs of your individual students. In order to help us meet this goal we ask that you remain flexible and open to any changes that deviate from the schedule below. This is not meant to be a complete schedule or mandatory list of activities; it is simply meant to give you a general idea of some of the ways you can participate in the week. If you have any special requests, please speak with your Site Director.

Monday
Check-In: When you arrive on Monday please check in with your Site Director immediately. We will ask you to review cabin/hiking group assignments and make any necessary changes in order to finalize the housing arrangement. Additionally, you will need to turn in your clothing order and payment. (Checks made payable to CYO Camp)
Medical Meeting with Staff & Cabin Leaders: Please be prepared to give important medical information soon after your arrival. You are also encouraged to share any social concerns you feel would be helpful to our staff.
Site Director/Classroom Teacher Meeting: During your students New Discoveries Hike you will have the opportunity to sit with your Site Director and any other teacher(s) to discuss the schedule, the facility, medical concerns, expectations, etc.
Fire Drill: Please be present at the basketball court at 5PM for the fire drill. You will have an opportunity to introduce yourself to everyone on site for the week at this time.
Serendipity: Hiking groups have their first serendipity together on Monday evening. Please discuss your attendance with the Site Director or Program Naturalist and experience the tradition!
Campfire: We encourage you to join the students at the campfire after they finish their serendipities. This is a great opportunity to show a different side to your students: sing along and be silly!

Tuesday
Exploration Hikes (Tuesday, Wednesday, and Thursday): Be an active participant! Caritas Creek at CYO Camp does not assign classroom teachers to Exploration groups: you are free to select whichever group you prefer. Please join the children whenever possible. They need your encouragement and support. Your Site Director will guide you through this process. Please bring hiking attire.
Serendipity and Night Hike: If you would like to join your students for a serendipity and night hike ask your Site Director or a Program Naturalist. This is a great bonding opportunity for you and your students!

Wednesday
Class Meeting: On Wednesday, we have set aside one hour in the afternoon for you to meet with your class. You are free to use this time as you please (class meeting, serendipity, a short hike, a game, letter writing, or a combination).
New Eyes Serendipity (7th/8th grades): This is a serendipity that allows students to be honest with their peers in a unique way. It can be a powerful way for you to get to know your students and the ways they relate to each other.
Town Hall Meeting (5th/6th grades): This activity allows students to debate a complex topic that directly relates to their camp experience. It encourages them to think about the topic of harvesting timber from many different viewpoints, while also allowing them to act out characters and debate a position.

Thursday
Celebration: A chance for the entire camp to come together and celebrate their week by presenting gifts to the community and having an all-camp serendipity.

Friday
Springboard: A staff member will lead a discussion with your class to brainstorm ways the students can continue to live Caritas style after they return home. Please be present and willing to participate!
THE TEACHER’S ROLE: AFTER
The role of the classroom teacher after the program week is to help the students keep the spirit of CYO Camp alive by integrating the lessons and values into your everyday routine. Develop activities that remind them of CYO Camp, continue to spark their interest in the natural world, and support their sense of adventure. Tie future lesson plans into the lessons they learned through hiking activities, serendipities/soul foods, or other activities. Encourage your students to work on projects “Caritas or CYO style” and to live in the Spirit of Love. The more you participate in the week, the easier it will be for you to integrate the relevant information into classroom curriculum after the experience. Your Site Director will help brainstorm additional realistic ideas with you and your students.
Timeline Checklist

AS EARLY AS POSSIBLE

- Contact the Lead Site Director to schedule your class visit with your Site Director. Please plan on 3 hours.
- Recruit Cabin Leaders
- Start fundraising

2 MONTHS PRIOR

- Prepare each of the parent forms to be sent home. Set a deadline for the parents to return the forms to you: we suggest 4 to 6 weeks prior to your CYO Camp program week.

1 MONTH PRIOR

- Collect the Youth Health Form and Clothing Order Forms from parents.
- Complete an Adult Health Form for yourself and collect one from each teacher and cabin leader attending.
- Email an Enrollment Update to praia@catholiccharitiessf.org
  (Please note: If CYO Camp does not receive the Enrollment Update one month prior to the program date the final invoice will be calculated on the actual number of student participants in attendance or 90% of the “Estimated Student Participants”, whichever is greater.)
- Begin to compile your clothing orders and checks. Fill out the Clothing Order Tally Sheet.
- Complete the Cabin Group Preference Cards, Social Chart, and the Student Information Form.

TWO WEEKS PRIOR

- Use the Youth Health Forms to complete the Dietary Needs Summary and Medical Summary. Email any special dietary needs to praia@catholiccharitiessf.org
- Confirm that the Site Director received either your Cabin Group Preference Cards and Social Chart or the Cabin Group Worksheet, Exploration Group Worksheet, and Meal Group Worksheet. You may give them this information along with the Student Information Form when they visit your class.
- Contact the Site Director to check in about pick up time for the bus on arrival day. (Departure from CYO Camp is always scheduled for 12:00 pm. You will be notified if there is an exception.)

ONE WEEK PRIOR

- Prepare your students (and yourself) for the fun and adventurous experience ahead. Remind students that they need to bring a bag lunch on Monday.
- Review the Suggested Packing List.
- Compile and prepare Clothing Order Tally Sheet, Clothing Summary, and one check from your school payable to CYO Camp for camp.
- Compile and prepare all Youth Health Forms of your students and Adult Health Forms for camp.

ARRIVAL DAY 😊

- Give every student a name tag and remind them they must wear it all day.
- Collect medication and mail from students and parents before loading the bus.
**Fund Raising Ideas**

The goal is to make sure your entire class can participate. For some families, the cost of a trip to CYO Camp is beyond their financial means. The following list provides a few ideas for fundraising that may help ensure that your entire class can participate. It is especially helpful if you **start early**. Some classes start fund raising years in advance! Most importantly, be creative!

- Hold a benefit party or auction
- Sponsor a car wash
- Sell chocolate, lollipops, ice cream or donuts
- Have a lunchroom goodies sales
- Sell holiday items, wrapping paper, or candles
- Recycle cans and bottles, ink cartridges, cell phones, or computers
- Keep change jars to collect coins
- Send out donation letters to family, friends, or co-workers
- Host a walk-a-thon
- Sell fruit or bottled water at school
- Make a guessing jar (charge a small amount per guess)
- Sell coupon books (call local stores and ask them to donate discounts)
- Sell school supplies at the beginning of the year
- Host a spaghetti dinner or a potato bar (call local stores and restaurants for food donations)
- Sell candy grams or flower bulbs

**Here are some websites to help you brainstorm some more ideas:**

http://www.cspinet.org/schoolfundraising.pdf
http://childparenting.about.com/cs/parentinvolvement/a/fundraiser.htm
http://www.fundingfactory.com/?campaign_id=71
http://www.fundraiserhelp.com/fundraising-letters.htm
MANDATORY FORMS

This section contains key forms that need to be completed and returned at specified times. Consult your Timeline Checklist for help completing these mandatory forms.

Cabin Group Cards
Have each of your students complete a Cabin Group Card (index cards work well). You will use these cards to complete the Social Chart.

Social Chart
Complete one Social Chart for girls and one for boys after the Cabin Group Preference Activity. This will help us and you determine the best placement for each student in both social and academic endeavors.

Student Information Form (SIF)
Your input regarding students with special needs or considerations is important to us. Please indicate any special circumstances on this form.

Enrollment Update Form
Please email this form one month prior to your visit to praia@catholiccharitiessf.org (Please note: If CYO Camp does not receive the Enrollment Update Form one month prior to the program date the final invoice will be calculated on the actual number of student participants in attendance or 90% of the “Estimated Student Participants”, whichever is greater.)

Medical Summary Sheet
After you receive all of the Youth Health Forms from your students, please compile all of the most pressing medical needs of your students and list them on this form.

Dietary Needs Summary Sheet
Please list any special dietary needs that the staff of CYO Camp should be aware of. If there are any birthdays that fall during your week at CYO Camp you can also use this form to notify us.

Clothing Order Summary Sheet
Please arrive on the first day of your program week with the Clothing Order Summary Sheet with your Clothing Order Tally. Please bring one check from your school payable to CYO Camp for your entire clothing order.

Cabin Group Worksheet, Exploration Group Worksheet, Meal Group Worksheet
Use these worksheets if you have chosen to create these groupings yourself. You can use the Cabin Preference Activity, your previous knowledge of your students, or both to create successful and dynamic groupings for camp.

Youth Health Form
Please bring a Youth Health Form for each student attending. Be sure to check these forms have been completed and signed by a parent/guardian. The Youth Health Form can be found in the Parent Information Packet.

Adult Health Form
Please bring a completed Adult Health Form for each adult attending (other teachers, cabin leaders, etc.) including yourself. The Adult Health Form is the last page of this packet.
CREATING GROUPINGS FOR YOUR STUDENTS

While at CYO Camp each student will be assigned to three different groups for different activities. Having different Cabin, Exploration, and Meal groups allows students to build community with a good portion of the attendees during structured times. It is important to set students up for success by placing them in groups that they will be comfortable with and challenged by.

These groups can be made by the teacher or with the help of the Site Director. Teachers may place students in groups based on their previous knowledge of their students or by using the cabin group preference activity below. If you have any questions about creating these groups, please check in with your Site Director. Once the groups are made it is best to wait until the students are at camp to share this information with them.

CABIN GROUP PREFERENCE ACTIVITY

This is one of the first experiences in which the students are directly involved before their journey to CYO Camp. Your input is welcome and appreciated with regard to the placement of your students. Please complete the Student Information Form should you have any special requests or concerns.

Step One: Pass out one 3” x 5” index card to each student. Use one color for boys and another color for girls. Have each student write their name in the top right hand corner on the card. Step Two: On the card, have students print neatly in block letters 5 choices (same sex) for desirable cabin-mates. Numbers 1, 2 and 3 should be good friends. Numbers 4 and 5 should be people they want to get to know better. Our goal with respect to cabin placement is to make the child comfortable as well as expand their social boundaries.

Sample Cabin Group Card

<table>
<thead>
<tr>
<th>Gregor Mendel</th>
</tr>
</thead>
<tbody>
<tr>
<td>CABIN GROUP</td>
</tr>
<tr>
<td>1. Charles Darwin – Good Friend</td>
</tr>
<tr>
<td>2. Albert Einstein – Good Friend</td>
</tr>
<tr>
<td>3. Aristotle – Good Friend</td>
</tr>
<tr>
<td>4. George Lucas – Want to Know Better</td>
</tr>
<tr>
<td>5. Edgar Allan Poe – Want to Know Better</td>
</tr>
</tbody>
</table>

Step Three: Please complete the enclosed Social Chart. We suggest that you review each student’s card one at a time. For each name that the student listed, write the choice number next to that person’s name under the cabin column on the Social Chart. Do this for each student. You can use this information in order to split up social cliques and help children expand their boundaries.

Example: Gregor Mendel’s sample card lists 1. Charles Darwin, 2. Albert Einstein, 3. Aristotle, 4. George Lucas, and 5. Edgar Allan Poe. Therefore, on the Social Chart you would then put a “1” next to Charles Darwin’s name, a “2” next to Albert Einstein’s name, and a “3” next to Aristotle’s name, and so on.

<table>
<thead>
<tr>
<th>Girls</th>
<th>Cabin Group</th>
<th>Boys</th>
<th>Cabin Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Goodall</td>
<td>4,2,5,2,2,3,2,5</td>
<td>Aristotle</td>
<td>4,3,5,2,3,1,1,3,4</td>
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<tr>
<td>Cleopatra</td>
<td>1,1,2,2,1,1,1,1,5</td>
<td>Albert Einstein</td>
<td>1,1,3,5,2,4</td>
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<tr>
<td>Rosa Parks</td>
<td>2,4,5,3,4,2,1,3,2,4</td>
<td>George Lucas</td>
<td>4,5</td>
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# Social Chart

**School:** ______________________________________  **Teacher:** ______________________________________

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<th>Girls</th>
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# Social Chart

**School:** _______________________________  **Teacher:** _______________________________

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<th>Boys</th>
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Cabin Group Worksheet

Please complete these worksheets if the teacher has opted to prepare these groups themselves. Please email this completed worksheet to your Site Director at least ONE WEEK prior to your arrival.

School: _____________________________ Dates of Attendance: __________________________

Girls Cabin #1
1. _______________________________
2. _______________________________
3. _______________________________
4. _______________________________
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6. _______________________________
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8. _______________________________
9. _______________________________
10. ______________________________
Cabin Leader: _____________________

Girls Cabin #4
1. _______________________________
2. _______________________________
3. _______________________________
4. _______________________________
5. _______________________________
6. _______________________________
7. _______________________________
8. _______________________________
9. _______________________________
10. ______________________________
Cabin Leader: _____________________

Girls Cabin #2
1. _______________________________
2. _______________________________
3. _______________________________
4. _______________________________
5. _______________________________
6. _______________________________
7. _______________________________
8. _______________________________
9. _______________________________
10. ______________________________
Cabin Leader: _____________________

Girls Cabin #5
1. _______________________________
2. _______________________________
3. _______________________________
4. _______________________________
5. _______________________________
6. _______________________________
7. _______________________________
8. _______________________________
9. _______________________________
10. ______________________________
Cabin Leader: _____________________

Girls Cabin #3
1. _______________________________
2. _______________________________
3. _______________________________
4. _______________________________
5. _______________________________
6. _______________________________
7. _______________________________
8. _______________________________
9. _______________________________
10. ______________________________
Cabin Leader: _____________________

Girls Cabin #6
1. _______________________________
2. _______________________________
3. _______________________________
4. _______________________________
5. _______________________________
6. _______________________________
7. _______________________________
8. _______________________________
9. _______________________________
10. ______________________________
Cabin Leader: _____________________
# Cabin Group Worksheet

Please complete these worksheets if the teacher has opted to prepare these groups themselves. Please email this completed worksheet to your Site Director at least ONE WEEK prior to your arrival.

School: _____________________________  Dates of Attendance: __________________________

<table>
<thead>
<tr>
<th>Boys Cabin #1</th>
<th>Boys Cabin #4</th>
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<th>Boys Cabin #2</th>
<th>Boys Cabin #5</th>
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<td>Cabin Leader:</td>
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<th>Boys Cabin #3</th>
<th>Boys Cabin #6</th>
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<td>Cabin Leader:</td>
<td>Cabin Leader:</td>
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</tbody>
</table>
Exploration Group Worksheet

Please complete these worksheets if you have opted to prepare these groups yourself. Please fax or email this completed worksheet to CYO Camp at least ONE WEEK prior to your arrival.

Before completing this worksheet please confirm with your Site Director the number of Exploration Groups we have planned for your school.

School: _____________________________  Dates of Attendance: __________________________

Exploration Group #1
1. _______________________________
2. _______________________________
3. _______________________________
4. _______________________________
5. _______________________________
6. _______________________________
7. _______________________________
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9. _______________________________
10. ______________________________
11. ______________________________
12. ______________________________
13. ______________________________
14. ______________________________
Cabin Leader: _____________________
Cabin Leader: _____________________

Exploration Group #2
1. _______________________________
2. _______________________________
3. _______________________________
4. _______________________________
5. _______________________________
6. _______________________________
7. _______________________________
8. _______________________________
9. _______________________________
10. ______________________________
11. ______________________________
12. ______________________________
13. ______________________________
14. ______________________________
Cabin Leader: _____________________
Cabin Leader: _____________________

Exploration Group #3
1. _______________________________
2. _______________________________
3. _______________________________
4. _______________________________
5. _______________________________
6. _______________________________
7. _______________________________
8. _______________________________
9. _______________________________
10. ______________________________
11. ______________________________
12. ______________________________
13. ______________________________
14. ______________________________
Cabin Leader: _____________________
Cabin Leader: _____________________

Exploration Group #4
1. _______________________________
2. _______________________________
3. _______________________________
4. _______________________________
5. _______________________________
6. _______________________________
7. _______________________________
8. _______________________________
9. _______________________________
10. ______________________________
11. ______________________________
12. ______________________________
13. ______________________________
14. ______________________________
Cabin Leader: _____________________
Cabin Leader: _____________________
# Meal Group Worksheet

Please complete these worksheets if the teacher has opted to prepare these groups themselves. Please fax or email this completed worksheet to CYO Camp at least ONE WEEK prior to your arrival.

School: _____________________________ Dates of Attendance: __________________________

## Meal Group #1
1. _______________________________
2. _______________________________
3. _______________________________
4. _______________________________
5. _______________________________
6. _______________________________
7. _______________________________
8. _______________________________
9. _______________________________
Cabin Leader: _____________________

## Meal Group #2
1. _______________________________
2. _______________________________
3. _______________________________
4. _______________________________
5. _______________________________
6. _______________________________
7. _______________________________
8. _______________________________
9. _______________________________
Cabin Leader: _____________________

## Meal Group #3
1. _______________________________
2. _______________________________
3. _______________________________
4. _______________________________
5. _______________________________
6. _______________________________
7. _______________________________
8. _______________________________
9. _______________________________
Cabin Leader: _____________________

## Meal Group #4
1. _______________________________
2. _______________________________
3. _______________________________
4. _______________________________
5. _______________________________
6. _______________________________
7. _______________________________
8. _______________________________
9. _______________________________
Cabin Leader: _____________________

## Meal Group #5
1. _______________________________
2. _______________________________
3. _______________________________
4. _______________________________
5. _______________________________
6. _______________________________
7. _______________________________
8. _______________________________
9. _______________________________
Cabin Leader: _____________________

## Meal Group #6
1. _______________________________
2. _______________________________
3. _______________________________
4. _______________________________
5. _______________________________
6. _______________________________
7. _______________________________
8. _______________________________
9. _______________________________
Cabin Leader: _____________________

## Meal Group #7
1. _______________________________
2. _______________________________
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4. _______________________________
5. _______________________________
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9. _______________________________
Cabin Leader: _____________________

## Meal Group #8
1. _______________________________
2. _______________________________
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4. _______________________________
5. _______________________________
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7. _______________________________
8. _______________________________
9. _______________________________
Cabin Leader: _____________________
Student Information Form

School: ___________________________  Teacher: ___________________________

Your input regarding students with special needs or considerations is important to us. In an effort to ensure that your students are comfortable and secure with their cabin placements, please indicate any special circumstances below.

Student Name: ___________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
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Student Name: ___________________________
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Student Name: ___________________________
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Student Name: ___________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
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__________________________________________________________________________________________
Enrollment Update Form
Please email this information to Paul Raia one month prior to your program week.

Program Week Date _______________________

Name of School _______________________________  Grade ________

Number of Students:  Female ______  Male ______

Number of Teachers (Not acting as Cabin Supervisors):  Female ______  Male ______

Number of Cabin Supervisors:  Female ______  Male ______
Over 18 years old provided by the school (per contract)

Authorized School Representative:
________________________________
Print Name
Date: ________________
### Medical Summary Sheet

School: ______________________________________   Teacher: _____________________________________

Please fax or email this form to 707-874-0230 or to praia@catholiccharitiessf.org no later than two weeks before your program week!

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Illness, Allergy, Behavior (Bedwetting, ADHD, food allergy, etc.)</th>
<th>Treatment/Medication (Type, dosage, time given)</th>
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</thead>
<tbody>
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</tbody>
</table>
**Dietary Needs Summary Sheet**

School: ___________________________  Program Dates: ___________________________

Please fax or email this form praia@catholiccharitiessf.org at least two weeks before your program week!

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Food Allergies, Diabetic, Vegetarian, etc.</th>
<th>Reaction/ Treatment required</th>
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</thead>
<tbody>
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**Birthdays**

If your class has any birthdays that will fall during CYO Camp program, we would love to celebrate them. Please list those student’s names below.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Birthdate</th>
<th>Age</th>
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</table>
Clothing order Tally Sheet

School: ____________________________  Teacher: ____________________________

Use this form to compile your clothing order as students turn in their order forms and payments. Please remember students should submit payment as cash or check payable to the school. **Please bring one check from your school payable to CYO Camp for your entire clothing order and the clothing order forms for each student.**

Please bring this form with you when you come to camp.

<table>
<thead>
<tr>
<th>Student</th>
<th>Item(s)</th>
<th>Size</th>
<th>Amount Paid</th>
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</thead>
<tbody>
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</tbody>
</table>
# Clothing order Tally Sheet

School: ______________________________________   Teacher: ____________________________________

<table>
<thead>
<tr>
<th>Student</th>
<th>Item(s)</th>
<th>Size</th>
<th>Amount Paid</th>
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Clothing Order Summary Sheet

School: _______________________________  Program Dates: _______________________________

Please summarize the clothing order from the “Clothing Order Tally Sheet” onto the table below. Bring this form with you when you come to camp.

Please bring one check from your school payable to CYO Camp for your entire clothing order.

<table>
<thead>
<tr>
<th></th>
<th>T-Shirts</th>
<th>Sweatshirts</th>
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<tbody>
<tr>
<td>Small</td>
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<td></td>
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<tr>
<td>Medium</td>
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<tr>
<td>Large</td>
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<td></td>
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<tr>
<td>X-Large</td>
<td></td>
<td></td>
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<tr>
<td>2XL</td>
<td></td>
<td></td>
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<tr>
<td>3XL</td>
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</tbody>
</table>

***Note: Clothing is available in Adult sizes only.

<table>
<thead>
<tr>
<th>Gray CYO Camp Beanies</th>
<th>Black Caritas Creek Beanies</th>
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<tr>
<td></td>
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</tbody>
</table>
**Student Expectations and Responsibilities**

CYO Camp provides the perfect environment to learn about nature, humanity, spirituality, self and others. The beauty of our creek, trails, animals and forest places the joy of life at your fingertips. Bring an open mind and an open heart. If you bring these two things, you will discover the wonder and magic of our natural lands.

Soon you will leave the “hustle and bustle” of city life. You will leave the buildings and the crowded streets by traveling north into the beautiful and peaceful lands of West Sonoma County. As the bus travels from your school to CYO Camp, watch how the environment changes as you get closer and closer!

Learning to care for and about our natural environment remains one of the most important parts of the CYO Camp adventure. RE-DUCE, RE-USE and RE-CYCLE are just a few ways we can care for the environment. Can you think of any other ways to care for the world we all share?

Part of caring for this world involves caring about one another. At CYO Camp we live together in community. You get the opportunity to live with your classmates and we hope you reach out to each one of them and the students from other schools during your stay. This is a good time to restart old friendships or build entirely new ones. Sometimes being away from home can be difficult. Reaching out to someone who feels lonely or separated from others can make a big difference in their week.
EXPLORATION GROUPS – Students must never leave their Program Naturalist while hiking through our forest. Along those same lines, when hiking try to stay on the trails.

1. FREETIME – Whenever you are not with you Exploration or Cabin group, please take care to stay within the boundaries that will be designated for freetime. These boundaries are meant to provide freedom and protect you rather than limit you. Also, there are a limited number of freetime materials (i.e.: basketballs, volleyballs, frisbees) so sharing is a requirement.

2. CABIN LIFE – Each day you will have time before breakfast to straighten up your cabin and get ready for your daily adventures. Please make sure that you:
   • Air out your bed by opening your sleeping bag.
   • Pick up your clothes.
   • Hang drying towels outside or on bedposts.
   • Pick up all litter off the floor, even if it is not yours.
   • Pick up the litter outside of your cabin, even if it is not yours.
   • Turn off lights and heater during the day to conserve resources.

3. MEALS – Smooth running of meals requires your assistance with set-up, serving procedures, and clean-up. We have a good system that will be easy and fun for you to learn. This will be explained during your first dinner on arrival. No food is to be taken away from the lodge area at any time. Please remain perfectly still and quiet during mealtime announcements.

4. COMMUNITY – Always respect the needs of your fellow CYO Camp community members. Everyone present is part of something very special. CYO Camp is a place where everyone is unique and equally important.
Your Name: _____________________________________________ Date of Birth: ____________
First Name          Middle Initial          Last Name

Email__________________________

Address: ________________________________________________ Phone: ____________
Street Address
City: __________________________ State: ____ Zip: ___________________

1. Date of your most recent tetanus immunization (Month & Year): ______________________________________________

2. About your nutrition status:
   □ I have no food allergies.
   □ I am allergic to the foods listed here. (Check the box if eating this food item triggers anaphylaxis for you.)
     a. __________________________       □ Causes Anaphylaxis   b. __________________________       □ Causes Anaphylaxis
   □ I am a vegetarian of this type (By indicating that you are vegetarian, we will provide entrees that complement your indicated vegetarian preference. We rely on you to eat as you’ve indicated so we do not waste food.)
     □ Semi-vegetarian (no pork or beef)
     □ Pesco vegetarian (no pork, beef or chicken)
     □ Lacto-ovo vegetarian (no beef, pork, chicken, fish or seafood)
     □ Vegan (no beef, pork, chicken, fish, seafood, eggs or dairy)

3. Do you have a health condition such as a chronic illness or a special circumstance that we should know about because it impacts your ability to participate in this camp program?
   □ No, I am prepared to fully participate.
   □ Yes, as explained: ________________________________________________________________________________

4. Should the unforeseen occur, who would you like us to notify in an emergency?
   Name of Individual: _____________________________________________ Relationship to you: ____________________
   Address: ___________________________________________________________________________________________
   Preferred Phone: (______)___________________________ Alternate Phone: (______)___________________________

5. Things you should know about health services while you are at camp:
   a. In case of an emergency, we will call the local ambulance service. It takes at least 10 minutes for an ambulance to get to camp.
   b. During your stay, [insert name of camp’s designated healthcare provider and this individual’s credential] is available to help with your emergent health needs.
   c. Our camp does have an AED at camp. Our camp does not have portable oxygen at camp.
   d. Adult participants manage their own medications; please bring what you anticipate needing. All medication needs to be secured and away from children’s access.
   e. There is a hospital available to you in Santa Rosa, CA. This is 40 minutes from camp.

Statement of Agreement
I have read the information both on this page and in what was sent to me as an adult participant for this camp program. I understand my health information will be shared with camp staff on a “need to know” basis and that, as an adult, I retain primary responsibility for managing my health status while at camp. I agree to inform the camp of any changes that might impact my participation.

Your Signature: __________________________________________________________________________________________ Date: __________________________