

**BETSY-JEFF PENN 4-H EDUCATIONAL CENTER
REIDSVILLE, NORTH CAROLINA**

SOARING THRU SPACES PROGRAM



PLANNING GUIDE

OVERNIGHT GROUPS

REVISED OCT.2016

PART ONE: Whatever you do, read this first!

PART TWO: Appendix of Necessary Forms

PART THREE: Frequently Asked Questions

PART ONE:

Whatever you do, Read This First!!



IF YOU HAVE RECEIVED THIS PACKET, YOU HAVE MADE THE WISE DECISION TO BRING A GROUP TO BETSY-JEFF PENN'S SOARING THRU SPACES PROGRAM... SO WHAT'S NEXT?

1. **Secure your date** - In order to fully secure your dates, the Session Scheduling Worksheet included in email must be signed and returned, along with the deposit, within 30 days of the receipt of this planning guide. The signed "Statement of Responsibility" should also be returned. In case of cancellation, this deposit will be refunded in full, assuming we are notified of the cancellation at least 60 days prior to your scheduled trip.

2. **Notify parents & students** - The communication that is made with parents and/or guardians prior to your trip is essential to the success of your trip. Parents need to be warned of any costs that may be passed on to them. Potential donors need to be sought to cover the costs of any participants that can't afford the fees. Parental Agreement & Consent Forms need to be signed. Transportation has to be arranged. Potential chaperons must be found.

3. **Collect Forms** - In order for students to participate in our program, a completed copy of the Parental Agreement & Consent Form must be brought to camp and turned into camp staff upon arrival. This allows students to be treated in an efficient manner should medical attention be needed. Adult participants are required to fill out the Adult Agreement and Consent Form.

4. **Finalize Details** - Look to the Program Planning Form to find the information that we will need to know in order to properly prepare for your visit. Consider the schedule, numbers of participants, evening programs, etc. and mail/fax/email this form to the Education Director at least 2 weeks prior to your trip. You can also reach the Program Director at (336) 349 – 9445 or by email at kyle_shillinglaw@ncsu.edu to discuss details, ask questions, etc.

5. **Come prepared** - Arrive at Penn with signed & completed Parental Agreement & Consent Forms, an ES 237 Form to be given to the Penn office for billing purposes, students already broken into cabin groups and activity groups, plenty of rest, and lots of smiles. We will meet you at the parking area and whisk you away to the cabins.

The following are sample schedules, designed to give you an idea of what will be happening, and when it might occur. They are merely samples, and can be changed to fit the specific needs and desires of your group.

- The schedule for an overnight visit is based on the group leaving school after morning bus routes are finished, and returning to school in time for students to take normal bus routes home on the last day. However, programming is available in the morning of the first day or the afternoon of the last day for slightly higher fees.
- Environmental Education classes can be mixed into a Soaring Thru Spaces experience. Canoeing and/or the climbing wall may also be substituted for various parts of the program. Some schools prefer to do an evening program of their own, or even a talent show at night.
- See the Frequently Asked Questions section, or call the program director for more details about any of these options.

TENTATIVE TWO-DAY SCHEDULE

The First Day

10:45	Arrival - settle into cabins
11:30	Orientation - Steps at Rec Hall
12:15	Lunch - Dining Hall
1:15	Ground Initiatives & Teams Course
4:40	Break with School Chaperons(Soccer Field or Cabin, Journaling, Rest) **Adults with visiting school are responsible for kids during this time
5:20	Table Waiters to Dining Hall
5:30	Dinner - Dining Hall
6:45	Evening Program – (Teacher’s Choice)
8:00	Campfires/Group Sharing Time
9:00	Meet at steps to dismiss to cabins or Store break

The Second Day

7:00	Rise and Shine/Pack Up
7:50	Table Waiters to Dining Hall
8:00	Breakfast
8:50	High Ropes
12:00	Final Processing
12:15	Picnic Lunch in Picnic Shelter
1:00	Load Bus & Depart

TENTATIVE THREE-DAY SCHEDULE

The First Day

10:45	Arrival, Move in to Cabins
11:30	Orientation - Meet on steps by Rec Hall
12:15	Lunch in Dining Hall
1:15	Split into groups, begin Ground Initiatives & Team-building
4:45	Break Time with School Chaperons (Field, Cabins, journaling, rest time) **Adults with visiting school are responsible for kids during this time
5:20	Table Waiters Report to Dining Hall
5:30	Dinner
6:45	Evening Program - (Teacher's Choice)
8:00	Campfires/Group Sharing Time
9:00	Meet back at steps to be dismissed to cabins

The Second Day

7:00	Rise and Shine
7:50	Table Waiters to the dining hall
8:00	Breakfast
8:50	Team Challenge Course
12:15	Lunch in Dining Hall
1:15	High Ropes
4:45	Break with School Chaperons(Ball Field, Cabins, Journaling, etc) **Adults with visiting school are responsible for kids during this time
5:20	Table Waiters to Dining Hall
5:30	Dinner - Dining Hall
6:45	Evening Program - (Teacher's Choice)
8:00	Campfires/Group Sharing Time
9:00	Meet back at steps to be dismissed to cabins

The Third Day

7:00	Rise and Shine - Pack Up and move out of cabins
7:50	Table Waiters to the dining hall
8:00	Breakfast
9:00	High Ropes and/or Teams Course
12:00	Final Processing
12:15	Picnic Lunch in Picnic Shelter
1:00	Load Buses/Depart for Home -

PART TWO:

Appendix of Necessary Forms

This section includes the really important forms for your trip.

1.The Program Planning Form should be completed and mailed/faxed/emailed to the Education Director 2 weeks prior to your trip.

2.The Parental Agreement and Consent Form should be collected and reviewed prior to the trip. Please pay attention to any medical/physical limitations placed on participants and inform camp staff on your Program Planning Form. These Parental Agreement and Consent forms will be collected by Camp staff upon your arrival.

3.The Packing List may help your students prepare for their day with us. Some groups ask their students to bring changes of clothes, extra shoes, etc. depending on the schedule and time of year. Camp asks that students are reminded this is an outdoor program and outdoor activities continue despite rain, cold, snow, etc.

4. The Directions to the Center can be distributed to drivers within your group.

5. The Billing Form (ES237) – This form is used for tabulating your bill after your trip and should reflect the number of students/adults in attendance during your trip. This form will also be collected by camp staff upon your arrival.

SOARING THRU SPACES PROGRAM PLANNING FORM – overnight groups

*Please mail or fax (336-634-0110) this form to the Education Director at least 2 weeks prior to your trip.

Name of School _____

School Address _____

Coordinating Teacher _____ Phone _____

E-mail Address _____ Home Phone _____

Date(s) of Session _____ Grade Level of Students _____



Total Number of Students _____ Adults _____

Number of Boys _____ Number of Girls _____

Number of Cabin Groups: Male _____ Female _____

Number of Activity Groups: _____ (15-17 students per activity group)

Arrival Time at Center _____ Departure Time from Center _____

Requested Evening Workshops (one per night)

1. _____ 2. _____

Store Break? _____ Snacks & Drinks only _____ Souvenirs only
 _____ Full Store Break _____ No Store Break

Any special dietary needs? (i.e. vegetarians, allergies, etc) _____

If you have vegetarians, how many? _____

Any medical/physical limitations Penn should be prepared for? _____

Have these students been to Penn before? _____ If so, what did they do? _____

Any other pertinent information? _____

**Parental Agreement, Liability Waiver, and Consent Form
Betsy – Jeff Penn 4-H Educational Center - School Programs**

Student's Name _____ Date(s) of Participation _____

Street _____ City _____ State _____ Zip _____

Parent/Guardian Email _____

1. I, _____ give my permission for my child _____ to participate in the Outdoor Education Program (Orient, Soaring Thru Spaces or Environmental Education) at the Betsy-Jeff Penn 4-H Educational Center in Reidsville, NC. I realize this is an outdoor, active, intensive program which utilizes experiential education methods to teach, depending upon the program selected by your child's school; outdoor science, interdisciplinary lessons and/or challenge course activities (team challenge, low and/or high ropes). These hands-on programs are an extension of your child's current classroom curriculum.

I also understand that there are inherent risks, both known and unknown, involved with such experiential learning activities. These risks are consistent with outdoor learning and include, but not limited to, such environmental risks as insects, animals, weather, water and others. While the Betsy-Jeff Penn 4-H Center and its staff take reasonable measures to mitigate the risks, these risks cannot be completely removed without also removing any and all educational value of the program.

2. I hereby release the Betsy-Jeff Penn 4-H Educational Center, NC Cooperative Extension, NC State University, the local school and school system, their employees and volunteers from financial responsibility or liability for any sickness, injury or accident that may occur during, or as a result of, this program and its activities.

3. To insure prompt attention in the case of a serious sickness or accident, I hereby authorize the persons responsible to incur expenses considered necessary and I agree to pay for the same, if they are not covered by accident or illness insurance policy. Should the need arise, I give my permission for my child to be taken to a doctor or hospital for medical treatment.

My child is covered by health/accident/illness insurance coverage through the following plan:

Policy # _____

Company Name _____

Company Address _____

**The Betsy-Jeff Penn 4-H Educational Center does not provide health or accident insurance.

4. I understand that informational and promotional videos, recordings and photographs are frequently collected and produced to be distributed by the Department of 4-H Youth Development, College of Agriculture and Life Sciences, North Carolina State University, and the Betsy-Jeff Penn 4-H Educational Center (herein referred to as the University).

_____ I consent to the use of my child's likeness and voice, including all photographs and sound recordings, for informational purposes by the University, or anyone authorized by the University. I acknowledge that the University is the sole owner of all rights to such photographs or sound recordings. I understand that I shall receive no compensation for my appearance and participation in these materials.

_____ I do NOT consent to the use of my child's likeness and voice being used by the University.

**If Voice and Likeness Release is not granted, the program director must be notified so that he/she can be sure that no such recordings or photography are taken during your child's visit. Leaving both spaces blank is considered consent.

Parent/Guardian Signature: _____ **Date** _____

(Over)

Parental Agreement, Liability Waiver and Consent Form - continued

5. The phone number where I may be reached in case of emergency is:

Day: _____ or _____

Night: _____ or _____

If I cannot be reached, contact: Name _____

Relationship _____ Phone _____

Name of Child's physician _____ Physician's phone _____

6. Health Record: Please provide the following information for use in identifying limitations on your child's activities, and providing proper health history in the event we have to take your child for medical treatment.

A. Birth date _____ Last Tetanus immunization _____

B. Must any of the following medical or physical conditions be taken into consideration when your child is thinking about performing physical activities? Please mark "Yes" or "No" in the appropriate column below, then give specific detail in the space provided.

	Limitations Must Be Considered? Yes / No
1. Epilepsy, convulsions, loss of consciousness, dizziness, paralysis	_____
2. Lung Disease: Asthma, pain in chest or shortness of breath	_____
3. Diabetic or Kidney disease	_____
4. Arthritis, strained, pulled or weak muscle	_____
5. Pregnancy	_____
6. Environmental allergies (especially to insects)	_____
7. Impaired vision or hearing	_____
8. Allergies to Medicine.....	_____
9. Broken bones, strained/sprained joints	_____

If you answered " Yes " in any of the above spaces, please describe in detail any limitations that these conditions might cause while your student is doing various outdoor, physical activities.

Is your child currently taking medication or under the care of a physician? _____ If so, please describe

Adult Participant Agreement and Consent Form
Betsy – Jeff Penn 4-H Educational Center - Soaring Thru Spaces Program

Participant's Name _____ Date(s) of Participation _____

Street _____ City _____ State _____ Zip _____

Email _____

1. I, _____, understand that I may be participating in parts or all of the Soaring Thru Spaces Program at the Betsy-Jeff Penn 4-H Educational Center in Reidsville, NC. I realize this is an outdoor, active, intensive program that implements both traditional educational practices as well as challenge course activities that may include ground initiatives, team challenge course elements and high ropes course elements. I understand that I will be participating by my own choice.

I also understand that there are inherent risks, both known and unknown, involved with such experiential learning activities. These risks are consistent with outdoor learning and include, but not limited to, such environmental risks as insects, animals, weather, water and others. While the Betsy-Jeff Penn 4-H Center and its staff take reasonable measures to mitigate the risks, these risks cannot be completely removed without also removing any and all educational value of the program.

2. I hereby release the Betsy-Jeff Penn 4-H Educational Center, NC Cooperative Extension, NC State University, the local school and school system, their employees and volunteers from financial responsibility or liability for any sickness, injury or accident that may occur during, or as a result of, this program and its activities.

3. To insure prompt attention in the case of a serious sickness or accident, I hereby authorize the persons responsible to incur expenses considered necessary and I agree to pay for the same, if they are not covered by accident or illness insurance policy. Should the need arise, I ask that I be taken to a doctor or hospital for medical treatment.

I am covered by health/accident/illness insurance coverage through the following plan:

Policy # _____

Company Name _____

Company Address _____

**The Betsy-Jeff Penn 4-H Educational Center does not provide health or accident insurance.

4. I understand that informational and promotional videos, recordings and photographs are frequently collected and produced to be distributed by the Department of 4-H Youth Development, College of Agriculture and Life Sciences, North Carolina State University, and the Betsy-Jeff Penn 4-H Educational Center (herein referred to as the University).

_____ I consent to the use of my likeness and voice, including all photographs and sound recordings, for informational purposes by the University, or anyone authorized by the University. I acknowledge that the University is the sole owner of all rights to such photographs or sound recordings. I understand that I shall receive no compensation for my appearance and participation in these materials.

_____ I do NOT consent to the use of my likeness and voice being used by the University.

**If Voice and Likeness Release is not granted, the program director must be notified so that he/she can be sure that no such recordings or photography are taken during your child's visit. Leaving both spaces blank is considered consent.

Adult Participant Signature: _____ **Date** _____

(over)

Adult Participant Agreement and Consent Form - continued

5. In case of emergency, please contact:
 Name _____ Relationship _____
 Day Phone _____ Evening Phone _____
 Physician's Name _____ Physician's phone _____

6. Health Record: Please provide the following information for use in identifying limitations on your child's activities, and providing proper health history in the event we have to take your child for medical treatment.

A. Birth date _____

B. Must any of the following medical or physical conditions be taken into consideration when you are thinking about performing physical activities? Please mark "Yes" or "No" in the appropriate column below, then give specific detail in the space provided.

	Limitations Must Be Considered? Yes / No
1. Epilepsy, convulsions, loss of consciousness, dizziness, paralysis	_____
2. Lung Disease: Asthma, pain in chest or shortness of breath	_____
3. Diabetic or Kidney disease	_____
4. Arthritis, strained, pulled or weak muscle	_____
5. Pregnancy	_____
6. Environmental allergies (especially to insects)	_____
7. Impaired vision or hearing	_____
8. Allergies to Medicine.....	_____
9. Broken bones, strained/sprained joints	_____

If you answered " Yes " in any of the above spaces, please describe in detail any limitations that these conditions might cause while you are doing various outdoor, physical activities.

Are you currently taking medication or under the care of a physician? _____ If so, please describe

Betsy – Jeff Penn 4-H Center – Overnight Programs

PARTICIPANT PACKING LIST

This is an **outdoor adventure** program. Please make sure that clothing is appropriate. Expect to get dirty. If it is warm, shorts and t-shirts are appropriate. If it will be warm during the day, please still bring a sweater or jacket. Students can always take off a layer, but if they don't have one, it can make for a miserable day. For cold days, please bring several layers of warm clothes and long pants. Be prepared for all weather conditions. Bring rain gear. Shorts should be long enough to fit under climbing harnesses and to comfortably participate in activities. Student's names should be on most of their gear.

Students will need to be able to carry their own gear a short distance from the busses to the cabins, so please don't overpack.

Students will not need any additional money to cover fees, food, etc. on this trip. However, they may bring a small amount for souvenirs from the Center store if the teacher makes arrangements for the store to be opened. We recommend no more than \$10 - \$20.

The following is a list of suggested items for a two or three day program:

Essential Clothing

2 pairs of long pants and or shorts

4 tee shirts

1 or 2 sweatshirts/fleece

1 jacket

3 sets of underwear

2 pairs of shoes/boots

*please no sandals/crocs for activities

4 pairs of socks

pajamas

rain gear / poncho

hat, gloves, etc.

Cold Weather Items

thermal underwear

gloves and stocking cap

heavy jacket

Do not bring

Electronics

jewelry or other expensive items

Candy, Gum, Food – unless dietary restrictions require bringing food.

** ALL food/snacks brought to camp must be stored in dining hall...not cabins!

Money – unless told otherwise by coordinating teacher

Linens

twin bed sheet and blanket or sleeping bag

pillow and pillow case

Towel

*Cabins do NOT have sheets, blankets or pillows

Bath Items

toothbrush and toothpaste

brush or comb

soap, shampoo

optional shower shoes

hand towel –

*Paper Towels are NOT supplied in the cabins

Miscellaneous

camera

books or cards

water bottle

flashlight

The Center is not responsible for lost or stolen money or belongings.

**Directions for Travel To
BETSY-JEFF PENN 4-H EDUCATIONAL CENTER**

Please feel free to duplicate these directions for distribution to your group.

FROM RALEIGH, BURLINGTON- Follow US 85/40 W to Greensboro, take exit #41 onto Lee St. and follow the signs to US 29 N. Merge onto US 29 N and continue north out of Greensboro until you come to the 4th Reidsville exit, exit #153 for NC158/14. Turn left at top of ramp and follow NC158/14 for about 3.4 miles. **After** the third traffic light, turn left onto Salem Church Rd. Continue with directions entitled *“from Salem Church Rd.”*

THE BACK WAY: Off of US 40 West, take exit 138. Turn right onto NC 61 N through Whitsett, to Gibsonville. Follow NC 61 N to the junction of NC 61 N and NC150 E. At the stop sign intersection go straight, this is now NC150 E. Stay on NC150 till it ends at NC 87. Turn left, follow NC 87 until the first traffic light. Continue straight on Barnes St., at intersection of US Bypass 29 turn right to go north on US 29. Take the next exit, #153, turn left onto NC 158/14 and follow for 3.4 miles. **After** the third traffic light, turn left onto Salem Church Rd. Continue with directions entitled *“from Salem Church Rd.”*

FROM GREENSBORO: Take US. 29 north to Reidsville, continue on US. 29 Bypass to the NC 14/158 exit, exit #153. Turn west (left) at the exit toward Eden and follow for about 3.4 miles. **After** the third traffic light, turn left onto Salem Church Rd. Continue with directions entitled *“from Salem Church Rd.”*

FROM WINSTON-SALEM: Take NC 158 east out of WINSTON-SALEM to the out skirts of Reidsville and the intersection of US 29 Business north towards Danville, go 2.5 miles. Turn left at the second light at the intersection of Business 29 and Moss Street. At stop sign, turn left onto Wentworth St, go 1 mile. Turn right onto Salem Church Rd, just after Upper Piedmont Research Farm, go ½ mile and turn left at the next opportunity onto Cedar Lane. Camp entrance is .8 miles on the left.

FROM EDEN: Take NC 14 south about 4.3 miles to a Shell station on the right at the stoplight. Turn right onto Barrymore Rd., continue with the directions entitled *“from Barrymore Rd.”*

FROM DANVILLE, VA: Take US 29 Bypass south towards Reidsville to exit #153 (the intersection of NC 14/158) Turn right (west) at that junction, toward Eden. Continue on NC 14 3.4 miles and turn left on to Salem Church Rd., continue with directions entitled *“from Salem Church Rd.”*

FROM SALEM CHURCH RD. AND HWY 14: Follow Salem Church Rd. for 1.4 miles. Make the **sharp** right turn onto Cedar Lane (4-H Center sign on left marks this intersection). Continue about .8 miles on Cedar Lane until you see the sign and gates for the 4-H Center on the left, turn down the road and follow signs to parking area.

FROM BARRYMORE ROAD: Turn left off of Follow Barrymore Rd. 1.4 miles until the road curves into a right curve. Turn **LEFT** at this curve onto Cedar Lane. Continue 1.3 miles on Cedar Ln. until you see the sign and gates for the 4-H Center on your right. Turn right onto the entrance road for the 4-H Center and follow the signs to the parking area.

ENTRANCE TO THE CENTER and PARKING:

Follow the entrance drive along a long stretch of pastureland, to the welcome sign & stop sign. Make a right and proceed up the hill (speed limit 20 mph please!) to the large, gravel parking lot on the right. All cabins and facilities are within easy walking distance from this parking lot. Please do not park on grassy areas, along roadsides, in staff parking areas, etc

BILLING FORM (ES237 Report)

This information is required by the Federal Government. It is also used in tabulating your bill. **Please help us by returning this form to the program director upon your arrival, so that a bill can be sent in a timely manner.** All information on this form is strictly confidential and will not be identified with your school or organization when used for reporting purposes. Thank you for your cooperation.

Name of school _____

City _____ Grade Level of Students _____

School System _____

County _____ Date of Participation _____

<u>Male Participants</u>	<u>Students</u>	<u>Adults</u>
No. White Males	_____	_____
No. Black Males	_____	_____
No. Hispanic Males	_____	_____
No. Asian Males	_____	_____
No. Native Am. Males	_____	_____
No. Other _____	_____	_____
Total	_____	_____

<u>Female Participants</u>	<u>Students</u>	<u>Adults</u>
No. White Females	_____	_____
No. Black Females	_____	_____
No. Hispanic Females	_____	_____
No. Asian Females	_____	_____
No. Native Am. Females	_____	_____
No. Other _____	_____	_____
Total:	_____	_____

PART THREE:

Frequently Asked Questions



How do I contact the Program Director?

Via the following three steps (not necessarily in this order):

1. **Session Scheduling Worksheet** - This worksheet was emailed to you along with this planning packet. Please fill in any available details, sign the bottom, and return it to Penn along with a check for your group's deposit. This deposit and worksheet should be returned within 30 days of receiving this planning packet.
2. **Program Planning Form** - This planning form, found in the appendix of this guide, asks the important questions that we really need to know to provide a quality program. As the date of your program draws near, the details sought in the Program Planning Form will become clear. Please mail/fax/email this form, with all the details, to the program director at least 2 weeks prior to your program.
3. **Personal Conversations or Email** - Any time you have questions, or need to change participant numbers, or just want to say "hello", please call or email the Education Director. There is no such thing as a stupid question, an insignificant concern or "too much" preparation. Please call Kyle at (336) 349 – 9445 or send him an email at kyle_shillinglaw@ncsu.edu

What if the number of participants changes?

When teachers, group leaders or administrators reserve dates for the STS program, they must give a preliminary number of students that they expect to participate. Please keep the program director informed when this number changes, whether it increases or decreases. Changes in the number of participants have bearings on staffing, group sizes, group numbers, cabin numbers, etc. Most importantly, changes in participant numbers, and how early the program director is made known of these changes has a direct bearing on the amount of your total bill!

If there is a decrease in numbers, lead teachers &/or group leaders are responsible for notifying the center 30 days before the scheduled program. After that date, the Center will accept free of charge a 10% drop from the group. Beyond the 10% drop, there will be a \$25.00 charge for each person a group is short of their reservation.

What is the cancellation policy?

Lead teachers &/or group leaders are responsible for notifying the Center 60 days before the scheduled program date for a cancellation and full refund. Cancellations that occur between 60 and 30 days prior to the scheduled program will only lose the full deposit. Cancellations that occur within the last 30 days prior to a program date will be treated as a drop in numbers, wherein the Center accepts the first 10% free of charge and the remaining spots are billed at \$25.00 per person.

This policy is not meant to be punitive. It is necessary because by the last 30 days the food has already been ordered, the staff hired & the materials collected. (And, quite possibly, other schools have been turned away from an otherwise full schedule.)

Can we do programming on the morning we arrive, or after lunch on the day we leave?

Yes, but... Our schedules are created to allow schools to be booked “back-to-back”. In other words, as our Monday-Tuesday overnight group has their picnic lunch and boards the bus, a Tuesday-Wednesday overnight group can arrive, eat lunch and be ready for programming to start right after lunch. In this way, we can maximize the number of groups that can come through the Soaring Thru Spaces program each year. Since “extended” programming would prevent us from booking a group for the night before, or the night after, a school group wanting to schedule extra programming on the morning of the first day or during the afternoon of the last day will be charged a \$10.00 per person fee.

There are two exceptions to this policy. No extra charge will be assessed to groups receiving extended programming on Monday mornings or Friday afternoons, as these two times would not normally create conflicts with incoming or outgoing groups.

If you are interested in extended programming, please speak to the program director as soon as possible to ensure that the schedule can be changed accordingly. Programming is reserved on a first come, first served basis.

What are the evening class options?

* **Leadership** - Demonstrates the leadership abilities inherent in each of us. Activities bring out the fact that there are very different methods and styles of leadership, and each can be effective. Effective for 6th thru 8th grades.

* **Communication** - Focuses on the true meaning of communication, and the parts of communication which are most often ignored in the team-building challenges. Students discover what characteristics make communication effective or ineffective, and are given a chance to practice their own skills. Most effective for 5th thru 7th grades.

* **Responsibility** - Explores the idea of responsibility, from being a responsible person who makes good decisions to considering the consequences (positive or negative) of one’s actions. This class takes the form of an informal debate, where the students are asked to tie their own experiences into those of a fictional set of medieval characters. Most effective for 7th thru 8th grades.

* **Goal Setting** - Defines what goals are, how they are set and how they might be reached. After this initial discussion, students are asked to artistically state some of their own short-term and long-term goals, as well as ideas of how they might be reached. Effective for 6th thru 7th grades.

* **Night Hike** – Students will venture into the darkness of camp and will identify many adaptations of nocturnal animals (i.e. large ears, triangulating hearing, echo location), experiment with their own sensory awareness, and become more familiar with the elements of the evening. Night Hikes are often a highlight of a student’s visit. This activity can be a bit tricky in early fall and late spring because it’s stays daylight until 9:00pm, but many of the activities can still be done without darkness.

What activities will my students participate in?

Many of our overnight STS groups choose to include our High Ropes Course into their program and others choose to focus primarily on the Ground Initiatives and Team Challenge Course (low ropes). The activities for each group are mostly determined by their trained Penn instructor. Our instructors are trained on a wide range of activities and are able to utilize these depending on each group's strengths and weaknesses. It is safe to say that not all activity groups will do exactly the same set of activities while you are here.

What High Ropes Elements will we do?

This will depend on total group size and length of stay. Obviously groups visiting for 1 day will not have as much time on the course as our 3 day groups. The High Ropes Course at Penn is operated dynamically...which basically means the Penn instructor working with each activity group will belay each participant one at a time onto the course. The length of time each element takes varies greatly by group and even individual course elements. Depending on trip length and individual schedule we try to allow for 2 day groups to try 2-3 high ropes elements and 3 day groups to try 3 – 5 different elements, but this is never guaranteed! In most cases only groups coming to camp for our 3 day program (or longer) will be able to experience the Zip-line. Elements such as the “flying squirrel” and “pamper pole” require the use of a full body safety harness, which normally requires additional time for harnessing participants. These elements may or may not be used depending on your schedule. If you have any questions or requests in regards to the High Ropes Course please do not hesitate to contact the Education Director. Please check your Session Scheduling Worksheet to be sure that your group is signed up to use the High Ropes course while you are here. The fee is slightly higher for groups using the High Course to cover maintenance, equipment, inspections, etc. All are quite costly!!

*Please understand that High Ropes cannot be done in inclement weather, high winds, etc.

What is “Store Break”?

Our camp store sells all sorts of souvenirs, t-shirts (\$12) and other items that will remind students of the experience they had at Penn. We also sell non-caffeinated sodas & snacks. Please discourage your students from bringing more than \$10.00 to \$20.00 for the store. Any more than that is just asking for trouble. Store break, of course, is completely optional. If you do not wish your students to pump themselves full of sugar or spend any more of their parents hard-earned money, that is perfectly fine. Of course there are compromise positions as well, where we only sell snacks and drinks, or we only sell souvenirs. Please let the program director know whether store break should be included in the evening's plans. This is also a section on your Program Planning Form.

How many cabins will I need?

Each cabin has 4 areas. There are eight bunks in each of three “rooms”, plus two more in the center room (usually where teachers & chaperons reside). So there is room in each cabin for up to 24 students and 2 adults. As a rough guide, plan on putting 20-24 students in each cabin. Often times the decision hinges on the number of chaperons available to spend the night. Remember that each Cabin will hold a maximum of 26 individuals.

The cabin layout sheet on the next page may be useful in organizing cabin areas

Betsy – Jeff Penn 4-H Center
Cabin/ Bunk Layout

We have 8 nearly identical cabins at the Center. Each cabin contains 4 different areas, which can be referred to as rooms. One is on the left side of the cabin; one is on the right, a center room and the upstairs loft area. There are a total of 26 beds in each cabin. Room 3 (center room) is normally used by adult chaperons. None of the “rooms” are separated by doors, just a doorway.

Room 1 (left side)	Room 2 (right side)	Room 3 (center room)	Room 4(upstairs)
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____		3. _____
4. _____	4. _____		4. _____
5. _____	5. _____		5. _____
6. _____	6. _____		6. _____
7. _____	7. _____		7. _____
8. _____	8. _____		8. _____

**Restroom facilities are located inside the cabins. Each cabin has 2 showers, 2 toilets, and 3 sinks in the downstairs as well as a small bathroom with a toilet and sink upstairs. There is no shower in the upstairs restrooms.

**Cabins are stocked with toilet paper but not paper towels. Guests will need to provide their own towel for this purpose.

** Cabins are heated in the cooler months but cabins are NOT air conditioned.

Can we have "extra" cabins?

Occasionally schools prefer to have even smaller numbers of students in each cabin. Others prefer to bring lots of chaperons, then have a "Teacher's Only" cabin. Such requests can be granted on a space available basis only, with an extra charge of \$60 per cabin, per night. Contact the Education Director as soon as possible if interested.

How many chaperons do I need?

We recommend bringing at least one adult per activity group. This means at least one adult for every 15 participants. What might be a better guide is the number of cabins you will have. Most schools like to bring two adults for every cabin. Since each cabin holds 18 - 22 students, this comes out to more like one adult for every 7-12 kids. This is a much more manageable ratio.

There is no limit to the number of chaperons you can bring. The center will accept, at no charge, one chaperon for every ten students. Chaperons above this ratio will be charged a modest fee to cover the increased food & lodging costs.

What do the chaperons/teachers need to do?

Penn's staff of facilitators is trained to handle minor discipline problems, give first aid, respond to weather emergencies, etc. So when the students are with our staff, the chaperons & teachers are welcome to sit back and watch the festivities.

The time when the chaperons'/teachers' roles come to the forefront is during free time, meal times and in the cabins at night. The students are given the rule that they must be with or near an adult at all times. During free times and in the cabins, it is the chaperons' and teachers' responsibility to make it easy for the kids to follow this rule.

Into how many activity groups should I divide my students?

We have found that groups of 15 to 17 create the best scenarios for group dynamics during ground initiatives, teams course elements and high ropes. Any smaller than that and there doesn't seem to be a quorum. Any larger and it becomes hard to keep the group together, and students will not be able to experience as much. Use the following guide to find out the number of activity groups for which to plan..

Total Number of Participants	Number of Activity Groups
15 - 17	1 group
18 - 34	2 groups
35 - 51	3 groups
52 - 68	4 groups
69 - 85	5 groups
86 - 102	6 groups
103 - 119	7 groups
120 - 136	8 groups

****Careful thought should be given to group assignments to ensure that individuals will be compatible and groupings will meet the maximum objectives of the teacher or youth leader.**

Can I have smaller group sizes?

Our prices for the Soaring Thru Spaces program are based on group sizes of 15-17. Breaking into smaller groups, say 12-14, would require more staffing and more meeting spaces, and therefore raise the costs borne by the Center. So, for the most part we try to stay with the group sizes of 15-17.

However, if you find it imperative that group sizes be 15 or less, you do have an option. The center has a policy in place that allows an individual school to decrease the ratio of students to instructors. It works two ways:

1. By paying normal price for “empty spaces”, a school can reach the threshold over which another group would be needed. For example, if a school came with 48 students (technically 3 groups of 16), they could get a fourth group (4 groups of 12) by paying for 52 normal participants, or four “empty spaces”.

2. Since option #1 has the potential to be disproportionately costly to larger groups, schools who bring more than 48 students have the option of just adding an extra five dollars to each normal participant’s fee.

****In order to ensure proper staffing, warning should be given to the program director when your group is scheduled if your group chooses to take either of these options. Thank You!**

Can we choose our own menus?

The Penn kitchen staff are given a multi-faceted challenge:

1. Produce kid-friendly meals that will fill the bellies of active, growing, hungry students.
2. Produce meals that will also satisfy and sustain adult chaperons, teachers and staff.
3. Make sure these meals are healthy, representing all the major food groups each day.
4. And do all this on a very tight budget!

One of the best ways the kitchen staff can be cost effective in this process is to be able to put together a week's worth of menus that can work well together. (Ingredients bought can work well in multiple different meals, etc.) Such cost effectiveness is reduced when groups choose their own menus. (Retreat groups have traditionally been given this privilege, and pay handsomely for it.)

Please notify the education director at least 30 days prior to your visit if you would like to select your own menu. Menu selection is on a first-come, first-served basis.

What if there is a vegetarian or a diabetic or someone with severe food allergies in the group?

If there are any specific dietary needs among your participants, please inform the program director as soon as possible before your trip. Vegetarian options are available at each meal provided they are requested on the Program Planning Form. The Center is also peanut free as peanut allergies have become more and more common. We have found that students with various allergies (dairy, gluten, etc) often choose to bring their preferred brand of substitute if they feel it necessary. As a rule, the kitchen is unable to cater to vegan or other diets considered "by choice". Please contact camp several weeks prior to your visit if you have any concerns or questions

Who takes care of the medical needs of our students?

The Center does not provide a nurse on site during the program, although most staff are First Aid and CPR certified. Minor medical needs can be handled by the on-site staff or a designated chaperon. First Aid kits and supplies are kept at locations throughout the Center. The center is accessible to Emergency Medical Services and the Annie Penn Hospital is located less than 10 miles away in Reidsville. A teacher or chaperon from your group will be responsible for transporting and accompanying students to medical care facilities if the need arises.

A SIGNED PARENTAL CONSENT FORM IS EXTREMELY IMPORTANT IN EXPEDITING EMERGENCY TREATMENT. DO NOT BRING A CHILD WITHOUT THIS FORM. *Schools that have their own forms requiring the same information as Penn's will no longer be required to have both forms completed. Please be sure all info required by the Penn form is included in your school's form.

Make sure that you have checked the health section of each parental consent form prior to the trip and are aware of any special health needs; diabetes, epilepsy, bee sting allergies, sleep walking, bed wetting, etc. Make sure to inform on-site instructors and/or the appropriate chaperons of any conditions ahead of time.

The other major role of the teacher &/or chaperon is to collect all medications, (i.e. Claritin, Ritalin, etc.), keep them in a safe place, and dispense them as directed by the parents. Be sure that parents have provided adequate information on how medication should be dispensed to their child before you leave the school. Typically, it works out well to dispense medications at meal times. Penn staff are unable to dispense any sort of ingested medications.

What if my student(s) do not have insurance coverage?

The Betsy-Jeff Penn 4-H Center highly recommends that all students and adults participating in our program be covered by health and accident insurance. The Penn 4-H Center does NOT provide insurance coverage for participants. It is the responsibility of each group to ensure that all participants are covered, depending on the requirements of your particular school.

Will there be other groups on camp when we come?

It is probably safe to say that you will not have the entire camp to yourself the whole time you are here. There may be an adult conference group using our facilities. There could be another school group here for the Environmental Education Program or ORIENT Program, or, maybe doing the Soaring Thru Spaces program just like you. We try to serve as many schools as are interested in the short seasons we have, yet avoid bringing in so many participants at the same time that the quality of the program is compromised.

If indeed you share camp with another school, each school group will be assigned to separate cabins, class groups and dining hall tables. Though you will probably not share any programming space, meals will be held at the same time and there may be opportunity for interaction during free times, store breaks, etc.

What forms must I bring with me when I come?

Parent Agreement & Consent Form - Provides permission for students to participate in the program. Provides necessary medical, contact & insurance information in case of emergency. Provides permission for center staff &/or emergency medical staff to treat participant in case of emergency. Must be signed, returned & brought with lead teacher in order for student to participate in program!

*Schools that have their own forms requiring the same information as Penn's will no longer be required to have both forms completed. Please be sure all info required by the Penn form is included in your school's form.

Adult Participant Agreement & Consent Form - Provides necessary consent and medical, contact and insurance information in case of emergency. If adults are not going to participate in any of the challenge course activities, they need not complete the form. However, adults often times get swept up in the fun and it is much simpler to have an agreement form already completed ahead of time.

ES 237 Form - Since we are technically a state agency, we must account for the number of students for whom we provide programming. The most important way these numbers are used is in the tabulation of your final cost. So, it is very important that this form be filled out accurately and turned in to the program director upon arrival.

***** A check covering the balance of your fees is not necessary at the time of arrival. We will use the numbers given on the ES 237 to formulate your final cost, deduct any deposits made previously, then send a bill to you after your trip.**

What do my students need to know when they arrive?

* Students should already be divided into cabin groups and activity groups upon arrival.

* We have found that students who have been advised as to the nature of this experience usually fare better. They should realize that there is more to this than just having fun. There is learning to be done. The lessons that can be learned, and the fun that can be had are very much dependent on a participant's willingness to take emotional risks, make exerted efforts, and put forward a positive attitude.

* Students should also be warned that Soaring Thru Spaces is an outdoor program. Outdoor activities continue despite heat, rain, snow, etc. Students should come prepared with layers, and rainwear. Don't trust the weatherperson when they say it'll be nice for your time at camp.

* Along the same lines, keep in mind many of our activities are done in the woods, in grassy areas, etc. Clothes and shoes will come home dirty, so students should not bring their nicest. Shorts are fine if they are long enough to fit under a harness (aim for just above the knee) and will allow full range of movement, as you will be lifting, climbing, scooting, stretching, etc.