

# Volcano Outdoor School

Coordinator Guide: Overnight Program



*Preparing for an amazing learning adventure!*



## Welcome!

***We are excited*** that your group will be joining us to explore Mount St. Helens through hands-on inquiry-based learning. Participants will lodge and dine at the Science & Learning Center at Coldwater, where our staff will provide 10 hours of experiential, science-based instruction providing foundational knowledge, team building, interactive adventures and guided inquiry. All programs include an outdoor exploration component. Our lessons support National Science Standards and Mount St. Helens Institute will adapt schedules and activities to meet the educational goals of the group.

# TABLE OF CONTENTS

<b>PRE-VISIT GROUP COORDINATOR CHECKLIST .....</b>	<b>3</b>
<b>SCHEDULE &amp; ACTIVITIES .....</b>	<b>4</b>
<b>LOCATIONS .....</b>	<b>5</b>
Science & Learning Center .....	5
Coldwater Lake.....	6
Hummocks Trail .....	6
<b>ACCOMMODATIONS.....</b>	<b>7</b>
Lodging.....	7
Meals .....	8
<b>ROLES &amp; EXPECTATIONS .....</b>	<b>9</b>
Group Coordinator.....	9
Adult Chaperones .....	9
MSHI Staff .....	9
<b>POLICIES AND PROCEDURES .....</b>	<b>10</b>
Administrative Policies & Procedures .....	10
Logistical Policies & Procedures.....	11
Participant Guidelines.....	12
Safety Policies & Procedures.....	14
<b>REGISTRATION AGREEMENT .....</b>	<b>16</b>
<b>ABOUT US &amp; OUR PARTNERS .....</b>	<b>20</b>
<b>FORMS AND DOCUMENTS TO PRINT .....</b>	<b>20</b>
Participant Packing List.....	21
Code of Conduct.....	22
Driving & Gate Directions.....	23

## Questions

For questions regarding Volcano Outdoor School, contact Sonja at (360) 891-5107, Abi at (360) 891-5067 or email [learn@mshinstitute.org](mailto:learn@mshinstitute.org). For questions the day of your program, contact (360) 274-2114.



# Pre-visit Group Coordinator Checklist

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Use this checklist to help you plan and organize your school's visit.

## Registering your group for Volcano Outdoor School:

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- ☐ Contact [learn@mshinstitute.org](mailto:learn@mshinstitute.org) to learn more about the program, select a date(s) for your program and to access the registration form.
- ☐ Register your group for the program by completing a registration form and remitting your 25% deposit.
- ☐ Register for [Johnston Ridge Observatory](#) Visitor Center (if you are planning on attending before or after your Volcano Outdoor School program). Select "West Side."

## 2 months or more before program:

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- ☐ Begin informing parents and students about the upcoming program dates.
- ☐ Read through Volcano Outdoor School Policies & Guidelines.
- ☐ Recruit teacher/parent chaperones to provide adult coverage at a ratio of 1:5 adult:youth. Contact [learn@mshinstitute.org](mailto:learn@mshinstitute.org) if you would like a different ratio.
- ☐ Make all transportation arrangements, ensuring that at least 1 vehicle will remain with the group at all times in case of emergency. Inform all drivers of the [Driving & Gate Directions](#).
- ☐ Distribute information to all chaperones and parent/guardians of student participants, including the 1) Participant Registration Form (for all teacher(s), chaperones and students to complete) and 2) the Chaperone Letter and the Parent/Guardian Letter. If your participants are unable to complete the online registration form, contact [learn@mshinstitute.org](mailto:learn@mshinstitute.org).

## 4-2 weeks before program:

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- ☐ 4 weeks before the program, MSHI will send the Group Coordinator a roster listing the Participant Registration Forms that MSHI has received. The Group Coordinator will review the roster and arrange for any participants not listed on the roster to complete their Participant Registration Form no less than 2 weeks before the Volcano Outdoor School program.
- ☐ Collect program fees and initiate a purchase order or necessary paperwork with school office for payment. **Your final amount is due 30 days after the program.**
- ☐ If you would like a copy of your schedule before you arrive, please contact [learn@mshinstitute.org](mailto:learn@mshinstitute.org).
- ☐ Review expectations and [Code of Conduct](#) with all youth and adult participants.
- ☐ Communicate [Driving & Gate Directions](#) to ALL the driver(s).
- ☐ Arrange for meals en route before and/or after your program.
- ☐ (Optional) Have your students and adults create name tags.

## Day of arrival:

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- ☐ Provide ALL drivers with a hard copy of the [Driving & Gate Directions](#).
- ☐ Collect and organize all medications from students.
- ☐ Eat lunch before arrival.

## Schedule & Activities

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Mount St. Helens Institute programs are designed to give youth foundational knowledge, scientific practice and reflection in an outdoor classroom. Although we try to accommodate each school's request, Mount St. Helens Institute staff may alter programs based on variables such as safety, weather, fitness level, ability level, behavior and energy and resources.

Activities selected for each Volcano Outdoor School program are selected based on the group's learning objectives and needs. Please communicate your learning objectives with a Mount St. Helens Institute staff member at [learn@mshinstitute.org](mailto:learn@mshinstitute.org).

### Typical Schedule for a 1-night Volcano Outdoor School Program

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#### **Arrival Day**

*Activities on Arrival Day are typically located in or within short walking distance of the Science & Learning Center.*

- 2:00pm Arrival and Orientation
- 2:30pm Activities
- 4:30pm Hands-on Activities
- 6:00pm Dinner
- 6:30pm Hands-on Activities
- 7:30pm Reflection
- 8:00pm Night activities or group-led quiet time
- 9:15pm Bedtime



#### **Departure Day**

*Field Adventure locations are typically not within walking distance of the Science & Learning Center. These locations will require a short (<10 min) drive to the Hummocks Trail or Coldwater Lake. If you are not able to provide transportation for your group to these locations on the morning of Departure Day, coordinate with MSHI staff to arrange an alternate Field Adventure nearby.*

- 7:30am Breakfast
- 8:30am Clean Up, Pack Up and Make Lunches
- 9:00am Field Adventure – hike, field study sites or Coldwater Lake
- 12:00pm Depart

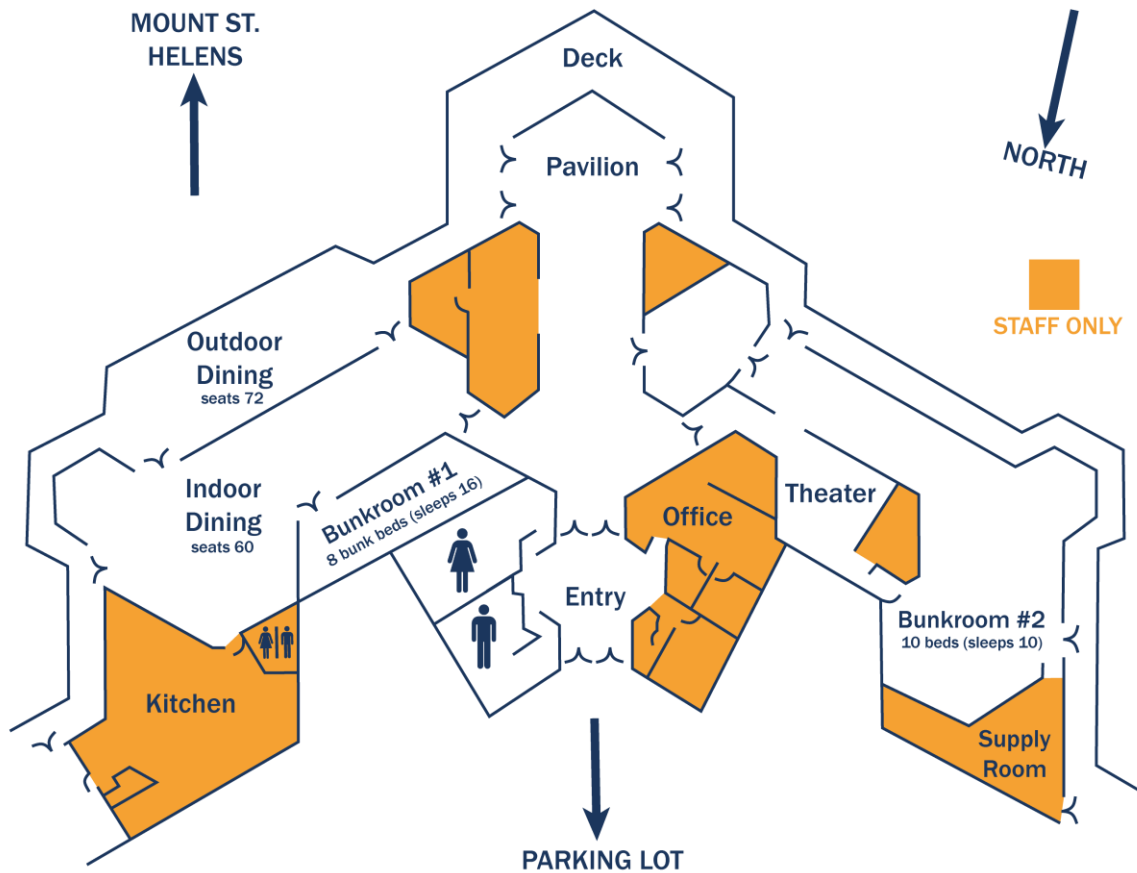


*Please note that our staff may change the schedule at any time. This is a general schedule.*

# Locations

## Science & Learning Center

Most Volcano Outdoor School activities take place in and around the Science & Learning Center (SLC). The SLC is a re-purposed visitor center in the heart of the blast zone and just 10 miles from Johnston Ridge Observatory. Site is wheel-chair accessible. Learn more about the SLC at [mshslc.org/about-us/](https://mshslc.org/about-us/) and view in [Google Maps](#).





## Hikes and Walks from the SLC

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### Winds of Change Trail



0.25 mile paved trail adjacent to the Science & Learning Center. Although paved, the trail does have some steep inclines.

### Elk Bench Trail



1 mile trail that steeply switchbacks 600 feet down Coldwater Ridge and connects with the Lakes Trail which parallels the northwestern shore of Coldwater Lake.

## Coldwater Lake

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Some Volcano Outdoor School programs include a visit to Coldwater Lake to eat lunch, conduct an aquatic study, or otherwise explore this incredible lake which formed as a result of the 1980 eruption. Coldwater Lake sits in the valley adjacent to the Science & Learning Center. The Coldwater Lake vicinity includes a picnic area, restrooms, and the 0.6 mile interpretive "Birth of a Lake" boardwalk trail. Coldwater Lake is about a 10-minute drive from the Science & Learning Center. View in [Google Maps](#).



## Hummocks Trail

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Some Volcano Outdoor School programs include a guided hike on the Hummocks Trail. The Hummocks are the landforms which formed during the 1980 eruption as the top of Mount St. Helens fell apart in a giant landslide the pieces of the old mountaintop slowed and stopped downvalley. The Hummocks Trail is a 2.7 mile loop trail which winds up and down through the hummocks, passing habitat which established after the 1980 eruption. The Hummocks Trail parking lot is about a 10-minute drive from the Science & Learning Center. View in [Google Maps](#).



# Accommodations

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## Lodging

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Groups participating in Volcano Outdoor School may sleep either inside the SLC or outside at the SLC Field Camp. Bathrooms and running water are available inside the SLC. Showers are not available at either site.

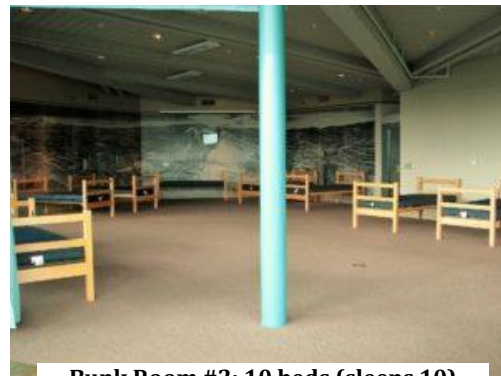
### *Sleeping Inside the SLC*

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Volcano Outdoor School participants will either sleep on the floor amidst former visitor center displays or in one of our two bunk rooms. Our two bunkrooms (with a total of 26 total beds), as well as numerous large rooms, accommodate separate male and female sleeping arrangements. Nine (9) cots are available to increase the sleeping capacity of either bunkroom; an additional 2 people may sleep on a cot or on the floor in bunkroom #1 for a total capacity of 18. For groups larger than 35 people, please come prepared with supplies to make sleeping on the floor comfortable and enjoyable. For large groups, visitors may sleep in cots or on the floor in the hallways/rooms adjacent to either bunkroom. There are centrally located bathrooms with hot water but there are no showers.



**Bunk Room #1: 8 bunk beds (sleeps 16)**



**Bunk Room #2: 10 beds (sleeps 10)**

### *Sleeping Outside at the SLC Field Camp*

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The nearby SLC Field Camp is a five-minute walk from the Center. Field camp offers spectacular views of Mount St. Helens, Coldwater Lake, and the Mount Margaret back-country. There are several picnic tables at the site and vault toilets in the parking lot. The site has NO running water. Cars are not permitted in this area and groups will need to carry their supplies in about 1/4 mile. Camping gear is not provided.



## Meals

- The Mount St. Helens Institute staff prepare healthy and delicious breakfasts, lunch and dinners for overnight groups. Plenty of fruits, vegetables and other snacks are offered between meals.
  - For a *one-night education program*, we will provide dinner on the first day and breakfast and lunch on the second day as well as snacks throughout. You must supply lunches on the arrival day (unless otherwise noted by the Mount St. Helens Institute).
  - For a *two-night education program*, the Mount St. Helens Institute will provide dinner on the first day; breakfast, lunch and dinner on the second day; and breakfast and lunch on the third day, as well as snacks throughout.
- The Mount St. Helens Institute can typically accommodate a variety of dietary needs. However, in the case of extreme dietary restrictions, some parents choose to pack food for their child. This food may be stored in the refrigerator upon arrival. Please note that although we offer dietary accommodations, we do process nuts and wheat/gluten in our kitchen facilities. In the case of extreme dietary restrictions, we encourage participants and/or participant parent/guardian(s) to email [learn@mshinstitute](mailto:learn@mshinstitute) for further information, questions or concerns.
- Participants with dietary restrictions must indicate their dietary restrictions on their Participant Registration Form, which is due 2 weeks before the program. It is vital that Mount St. Helens Institute is notified of any food allergies, dietary restrictions or dietary requests 2 weeks in advance to ensure we are able to safely accommodate all participants.

<i>Breakfast*</i>	<i>Lunch*</i>	<i>Dinner*</i>	<i>Snacks*</i>
<b>continental-style:</b> <ul style="list-style-type: none"> <li>• scrambled eggs</li> <li>• cereal</li> <li>• instant oatmeal</li> <li>• bagels and spreads</li> <li>• fruit</li> <li>• juice</li> <li>• milk</li> <li>• coffee (for adults)</li> </ul>	<b>sack lunches:</b> <ul style="list-style-type: none"> <li>• cold-cut sandwiches</li> <li>• PB &amp; J sandwiches</li> <li>• granola bar</li> <li>• chips</li> <li>• baby carrots</li> <li>• fruit</li> </ul>	<b>pasta dinner:</b> <ul style="list-style-type: none"> <li>• pasta with red sauce with ground beef or meatballs</li> <li>• salad</li> <li>• garlic bread</li> <li>• cookies</li> </ul> <p style="text-align: center;"><b><u>OR</u></b></p> <b>taco dinner:</b> <ul style="list-style-type: none"> <li>• ground beef</li> <li>• refried beans</li> <li>• toppings (lettuce, tomato, salsa, cheese, sour cream, hot sauce)</li> <li>• cookies</li> </ul>	<ul style="list-style-type: none"> <li>• granola bars</li> <li>• oranges</li> <li>• apples</li> <li>• baby carrots</li> <li>• string cheese</li> </ul>

\*These are **examples** of the type of food you may expect during a Volcano Outdoor School program. The specifics of each meal and snack will be selected by MSHI staff based upon the needs of the group.



# Roles & Expectations

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## Group Coordinator

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The Group Coordinator is the adult who is in charge of organizing their group's trip to Mount St. Helens. They will work with parents to arrange payment, arrange transportation, arrange chaperone support, gather and administer participant medications for the trip, distributing registration information and waivers to participants, and confirming the participant roster. They also are responsible for answering questions parents may have. They will be the person who is in direct contact with the Mount St. Helens Institute staff to work out the details of the program. While the Group Coordinator does not have to accompany the group on the trip, they need to ensure that the chaperones are prepared for the program.

## Adult Chaperones

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Chaperones will be actively involved in the Volcano Outdoor School experience. Volcano Outdoor School requires a 1:5 chaperone-to-student ratio. Contact us about alternative ratios. Chaperones are responsible for supervising the youth at all times and ensuring that participants are following the [Code of Conduct](#). Chaperones need to reinforce Volcano Outdoor School educator's instructions to students about proper behavior and packing. Duties chaperones may be asked to take on or supervise include hike/activity support, activity setup and cleanup. Chaperones are required to sleep in the SLC (or at field camp) with the youth.

- Review the [Code of Conduct](#). Encourage and enforce this Code of Conduct in Volcano Outdoor School participants.
- Please be on time for activities, but remember to be flexible.
- We'll be depending on you for group management.
- Know who's on call in the evening.
- Be prepared to get the kids to help clean.
- After "Lights Out", chaperones are responsible for keeping students in their sleeping bags and honoring quiet hours.
- Fill out teacher/chaperone evaluation form at the end of your visit.
- If you see someone in the facility that is NOT in a United States Forest Service or Discover Your Northwest uniform, please notify a MSHI staff person.
- Enjoy your time at Mount St. Helens!
- Chaperone assistance during kitchen cleanup after meals is greatly appreciated but not required. Let a MSHI staff member know if you would like to help but please do not enter the kitchen on your own so that we can ensure we are abiding by health & safety standards in our kitchen.
- Please stay out of "Staff Only" rooms. (See [map of Science & Learning Center](#))
- Encourage students to participate and think on their own. We encourage you to participate and ask questions!

## MSHI Staff

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MSHI staff are professional and caring individuals who are passionate about Mount St. Helens and youth education. All staff undergo a criminal background check and extensive training. All MSHI staff at your program will be certified in First Aid & CPR. You can expect the following from MSHI staff:

- Most Volcano Outdoor School programs will be staffed by 2-3 people.

- MSHI will facilitate fun and educational activities!
- MSHI staff will prepare and serve your meals.
- At least 1 MSHI staff member will stay overnight in the SLC with your group, on call in case of emergency.

## Policies and Procedures

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### Administrative Policies & Procedures

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#### Registration Process

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- A complete registration form and a 25% deposit must be received for your group to officially be registered.
- Your deposit will be applied to the total amount due.

#### Billing and Cancellations

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- A deposit of 25% of the full Volcano Outdoor School program fee is required to reserve your Volcano Outdoor School program dates. Your deposit will be applied to the total amount due.
- Groups that cancel their reserved Volcano Outdoor School program greater than 60 days prior to the program date are eligible to receive a full refund.
- Groups that cancel their reserved Volcano Outdoor School program 60 days to 14 days prior to the program date are responsible for 75% of the full program fee.
- Groups that cancel their reserved Volcano Outdoor School program less than 14 days prior to the program date are responsible for the full program fee.
- See [VOS Overnight Trips](#) and/or [VOS Day Trips](#) for rates.
- The Mount St. Helens Institute is not liable for any other expenses that the group may incur in the preparation and execution of their Volcano Outdoor School program.
- Groups are expected to bring the number of participants indicated at the time of registration. Mount St. Helens Institute allows for a 10% reduction in group size from the reserved amount without penalty. For decreases greater than 10%, the group will be billed 50% of the no-show registrants' fees.
- The total amount due for a Volcano Outdoor School program is based on the total number of actual participants, plus any no-show registrants as mentioned above. You will be billed for the remaining balance after your program and are required to remit payment in full within 30 days after receiving your final bill.
- Your group is responsible for cleaning up the areas it uses during the education program. If your group fails to meet the required cleaning standards before departure, a minimum fee of \$50.00 will be charged. Additional fees may be assessed, as warranted.
- Your group is responsible and liable for any non-natural damages that may occur to our facilities. Should a member of your group damage the facilities during your education program, any fees associated for the repair of such damages (including materials and staff time) are your responsibility, and are to be paid 30 days after receiving your final bill.

#### Liability

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The Mount St. Helens Institute or U.S. Forest Service and their staff and volunteers are not responsible for the storage, care, custody, or control of equipment, materials or furnishings owned by Volcano Outdoor School participants. The Mount St. Helens Institute or U.S. Forest Service and their staff and volunteers are not responsible for cancellations to reservations based on weather, volcanic activity, or other unusual conditions. The Mount St. Helens Institute or U.S. Forest Service shall not be held liable for personal injury, death, property damage or accident.

## **Logistical Policies & Procedures**

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### **Transportation**

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- The Mount St. Helens Institute does not arrange transportation to and from Mount St. Helens or between various Volcano Outdoor School locations. It is the responsibility of the Group Coordinator to arrange transportation. Volcano Outdoor School begins when the group arrives at the SLC. Groups usually choose to travel by bus or by carpool to the mountain.
- Activities on Arrival Day are typically located in or within short walking distance of the Science & Learning Center.
- Departure Day typically includes a Field Adventure. Field Adventure locations are typically not within walking distance of the Science & Learning Center. These locations will require a short (<10 min) drive to the Hummocks Trail or Coldwater Lake. If you are not able to provide transportation for your group to these locations on the morning of Departure Day, coordinate with MSHI staff to arrange an alternate Field Adventure nearby.
- It is the responsibility of the Group Coordinator to ensure that AT LEAST ONE VEHICLE remains with their group at all times in case of emergency.
- Review the [Driving & Gate Directions](#) provided on the last page of this Coordinator Guide. **As you plan your trip, review the Driving & Gate Directions with ALL drivers and provide a hard copy of the Driving & Gate Directions to all drivers on the day of the program.**

### **Arrival/Departure**

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- Groups typically arrive at 2 pm on Arrival Day and leave at noon on Departure Day. Coordinate with MSHI staff at [learn@mshinsitute.org](mailto:learn@mshinsitute.org) if this schedule does not fit your needs.
- MSHI staff will welcome your group at the entrance to the Science & Learning Center. It is the responsibility of the Group Coordinator to communicate driving and gate directions to all drivers. Groups arriving at the Science & Learning Center will need to open the gate, drive through, and close the gate behind them.
- After you arrive and set up your sleeping area, a MSHI staff member will meet with youth to review expectations. Another MSHI staff member will meet with adults to review adult expectations, orient them to the building, and inform them of emergency procedures. This is a great time to ask questions!
- If your group is anticipating a late arrival, please call MSHI staff at (360) 274-2114 no later than 1 hour before scheduled arrival. Please note that most people lose cell phone coverage at about mile marker 37 along State Route 504.



## Visitor Center

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While Johnston Ridge Observatory is closed between November and April/May, the SLC will be open to visitors on Saturdays and Sundays from 10:00 a.m. – 4:00 p.m. If Johnston Ridge Observatory is closed for an extended time period, the SLC also may be used as a public visitor center. MSHI and US Forest Service staff will attempt to minimize the impact on your program while moving visitor services and associated maintenance to the SLC.

## Field Camp (if applicable)

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- Restroom facilities are in the parking lot.
- Groups must provide their own drinking water and camping gear.
- There are picnic tables available for your use.
- No fires are allowed at this time.

## Lost & Found

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Staff will contact the Group Coordinator regarding any items that are left behind. Items will be held for 2 weeks. Unclaimed lost and found items will become property of the Mount St. Helens Institute after 2 weeks.

## Participant Guidelines

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### Dining Procedures

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- Meals are served buffet-style. Serving begins after announcements are made by MSHI staff.
- Adults are expected to encourage and enforce good mealtime etiquette. Expected mealtime behavior includes:
  - Wash your hands with soap and warm water before meals.
  - Be polite and use good manners.
  - Be seated at a table while eating.
  - Wait until MSHI staff have announced seconds before approaching the serving area for another helping.
  - Pick up after yourself. If you dropped food on the floor, pick it up and dispose of it properly.
  - Dispose of garbage and stack dishes neatly as instructed by MSHI staff.
  - Wait until everyone has finished eating and MSHI staff have announced the end of meal time before leaving the dining area.

### Quiet Hours

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- Quiet hours are from 10:00 p.m. to 7:00 a.m.
- Chaperones are expected to enforce quiet hours so everyone is well-rested for the next day.

### Cleaning

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- Participants will be asked to help clean the building before leaving. Chores include:
  - Pick up and dispose of trash/debris from floors in bunkrooms and shared areas. Spot-vacuum as needed.
  - Wipe down tables and countertops in dining area.

- Clean bathroom mirrors and countertops.
  - Spot-clean any other areas as needed.
- Chaperones are expected to encourage youth participation during clean-up. When everyone pitches in, cleaning is finished quickly!

### *Youth Supervision*

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- We require that you bring adult chaperones for a total of at least 1:5 adult:youth ratio. Contact us with an alternative if needed.
- Your group must have an adult assigned by the Group Coordinator on site at all times to supervise youth.
- It is the group's responsibility to provide adult supervision at night and before breakfast in both sleeping areas.

### *Dismissal from Program*

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- All participants will be expected to follow the rules of the program, including those outlined in the [Code of Conduct](#) and those communicated by MSHI staff during the program.
- Chaperones must ensure that youth abide by the [Code of Conduct](#) and the rules of the program. Violation of rules related to (but not limited to) possession of alcohol, drugs, and/or tobacco products; possession of a weapon; inappropriate conversations/contact; offensive behavior or remarks towards other participants or staff or volunteers, including use of racial, religious or sexual slurs or intimidation; theft or vandalism; or violence/bullying will result in a dismissal from the program with no refund of program fees.
- If a student is dismissed, it will be the parent/guardian's responsibility, either logistically and/or financially, for the evacuation.

### *Smoking & Alcohol*

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- The use of tobacco products or electronic cigarettes is not permitted inside any USFS building or during lessons.
- Smoking of all such materials must take place at least twenty-five (25) feet from the and out of sight of the students.
- Please completely extinguish all combustible materials and place all cooled ash and other residual debris safely in an ashtray located near SLC front entry.
- Alcoholic beverages are illegal on USFS property, unless by permit. Alcohol permits are not available during youth education programs.
- All illegal drugs, including marijuana, are not allowed on Federal land at any time or for any reason.

### *Pet Policy*

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Pets are prohibited at the Science & Learning Center. Service animals are allowed in designated areas.

## Safety Policies & Procedures

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### Health and Medical Procedures

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- **All students and adults must have completed a Participant Registration Form, which includes a waiver and is due 2 weeks before the program.**
- ***In case of a life-threatening emergency while at the Science & Learning Center, dial 9-911.***
- There will be a MSHI staff member certified in First Aid and CPR present at each program.
- Emergency medical assistance is available 24 hours a day through United States Forest Service Dispatch.
- Emergency phone numbers are posted at phones that are accessible to guests.
- The closest hospital to the Science & Learning Center is [PeaceHealth St. John Medical Center](#) in Longview, WA. MSHI will have printed directions to this hospital from the Science & Learning Center available in case of emergency.
- **All medications are the responsibility of the Group Coordinator or other designated adult.**
- The Group Coordinator is responsible for administering any medications.
- Refrigeration is available to secure medications at the Science & Learning Center if necessary.
- **MSHI requires that the group has one vehicle on-site at all times.** USFS/MSHI policy prohibits the transportation of any student in USFS/MSHI vehicles. These vehicles may not be used in case of emergency.

### Emergency Contact & Phone Service

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- In the case of an emergency, parent/guardians may reach the group in the evening at the Science & Learning Center's landline at (360) 274-2114. If no one answers, please leave a message; voicemail will be checked.
- All participants should plan on having limited or no cell phone coverage during Volcano Outdoor School. Approaching the SLC on SR 504, most people lose cell phone coverage at Elk Rock (mile marker 37).

### Access

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- Please notify Mount St. Helens Institute staff before your program if any member of your group has special needs. Certain trails in the nearby vicinity are wheelchair accessible.

### Weather

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- Weather at Mount St. Helens is highly variable. The Science & Learning Center is located on a ridge at about 3000 feet elevation. Be prepared for strong winds, intense sun, rain, snow or perfect montane weather. A 7-day weather forecast is available at [www.weather.gov](http://www.weather.gov).
- Mount St. Helens Institute staff may alter programs at any time based on variables such as safety, weather, fitness level, ability level, behavior and energy and resources.

### Emergency Information

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- ***In case of a life-threatening emergency while at the Science & Learning Center, dial 9-911.***
- In the case of an emergency, parent/guardians may reach the group in the evening at the Science & Learning Center at the building's landline at (360) 274-2114. If no one answers, please leave a message; voicemail will be checked in the evening and in the morning.



- At least 1 MSHI staff member will stay overnight at the Science & Learning Center with your group and will be on call should an emergency arise.
- Report any safety concerns immediately to MSHI staff members on duty.
- All doorways must remain unblocked and clear of tables, chairs or other objects for fire regulations.
- All federal, state, county, and Forest Service policies, procedures, codes, rules and laws for buildings and surrounding areas are to be followed and obeyed.
- Emergency procedures will be explained upon your arrival.

# Registration Agreement

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**On the program registration form you agreed to the following:**

## REGISTRATION AGREEMENT

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- I understand that inserting my name above, as School/Group Coordinator, and signing at the end of this Registration Agreement (Agreement) constitutes my understanding and agreement and binds me and the School/Group for which I am the School/Group Coordinator to all of the terms and conditions in this Agreement.
- I understand that activities and schedules are subject to change at the discretion of Mount St. Helens Institute and its staff. I understand that if I or anyone in my group fails to follow established policies, rules and procedures, I will be charged for the cost of all resulting after-hours staffing, damages, etc.

## RESERVATION POLICIES & CANCELLATIONS:

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- A deposit of 25% of the full Volcano Outdoor School program fee is required to reserve your Volcano Outdoor School program dates. Your deposit will be applied to the total amount due.
- Groups that cancel their reserved Volcano Outdoor School program greater than 60 days prior to the program date are eligible to receive a full refund.
- Groups that cancel their reserved Volcano Outdoor School program 60 days to 14 days prior to the program date are responsible for 75% of the full program fee.
- Groups that cancel their reserved Volcano Outdoor School program less than 14 days prior to the program date are responsible for the full program fee.
- In the event that the Mount St. Helens Institute must cancel a scheduled Volcano Outdoor School program, groups will receive a full refund.
- The Mount St. Helens Institute is not liable for any other expenses that the group may incur in the preparation and execution of their Volcano Outdoor School program.

## BILLING:

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- A deposit of 25% of the full Volcano Outdoor School program fee is required to reserve your Volcano Outdoor School program dates. Your deposit will be applied to the total amount due.
- The fee for 2018 Volcano Outdoor School day programs is \$16/person/2-hour session for all youth and adult participants. There is a required minimum fee of \$240.00 for a Volcano Outdoor School day program.
- The fee for 2018 Volcano Outdoor School overnight programs is \$80/person/night for all youth and adult participants. There is a required minimum fee of \$1200.00 for a Volcano Outdoor School overnight program.
- Groups are expected to bring the number of participants indicated at the time of registration. Mount St. Helens Institute allows for a 10% reduction in group size from the reserved amount without penalty. For decreases greater than 10%, the group will be billed 50% of the no-show registrants' fees.
- The total amount due for a Volcano Outdoor School program is based on the total number of actual participants, plus any no-show registrants as mentioned above. You will be billed for the remaining

balance after your program and are required to remit payment in full within 30 days after receiving your final bill.

- Your group is responsible for cleaning up the areas it uses during the education program. If your group fails to meet the required cleaning standards before departure, a minimum fee of \$50.00 will be charged. Additional fees may be assessed, as warranted.
- Your group is responsible and liable for any non-natural damages that may occur to our facilities. Should a member of your group damage the facilities during your education program, any fees associated for the repair of such damages (including materials and staff time) are your responsibility, and are to be paid 30 days after receiving your final bill.

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#### **LIABILITY:**

The Mount St. Helens Institute or U.S. Forest Service and their staff and volunteers are not responsible for the storage, care, custody, or control of equipment, materials or furnishings owned by Volcano Outdoor School participants. The Mount St. Helens Institute or U.S. Forest Service and their staff and volunteers are not responsible for cancellations to reservations based on weather, volcanic activity, or other unusual conditions. The Mount St. Helens Institute or U.S. Forest Service shall not be held liable for personal injury, death, property damage or accident.

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#### **VISITOR CENTER:**

I understand that while the Johnston Ridge Observatory (JRO) is closed between November and April/May, the Science & Learning Center will be open to visitors on Saturdays and Sundays from 10:00 a.m. – 4:00 p.m. I understand that if the Johnston Ridge Observatory is closed for an extended time period, the SLC also may be used as a public visitor center. Mount St. Helens Institute and US Forest Service staff will attempt to minimize the impact on your program or rental while moving visitor services and associated maintenance to the Science & Learning Center.

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#### **QUIET HOURS:**

I understand that quiet hours are from 10:00 p.m. and 7:00 a.m. and agree to respect this policy.

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#### **DATES AND TIMES OF PROGRAM:**

I understand that my Volcano Outdoor School program will be the date(s) and times agreed upon by myself and Mount St. Helens Institute staff in writing prior to signing this registration form. The date(s) and times for which I am now registering are those same date(s) and times that were previously agreed upon by myself, the School/Group Coordinator, and Mount St. Helens Institute staff. I understand that should I wish to reschedule my program, Mount St. Helens Institute is under no obligation to do so. I understand that in the case of late arrivals, Mount St. Helens Institute is under no obligation to extend the program past the scheduled departure time.

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#### **SMOKING:**

I understand that the use of tobacco products and electronic cigarettes is prohibited inside the Science & Learning Center. Smoking of all such materials must take place at least twenty five (25) feet from the building and with due regard for fire danger and nature. Please fully extinguish all flammable materials and place all cooled ash and other residual debris safely in an ashtray located near the SLC front entry.



## **DRUGS AND ALCOHOL:**

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I understand that alcohol is not allowed on site during Volcano Outdoor School programs. Prescription medications, used as directed, are permitted, but all illegal drugs, including marijuana, are not allowed on Federal land at any time or for any reason.

## **PETS:**

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I understand that pets are prohibited at the Science & Learning Center. Service animals are permitted, but only in designated areas or as otherwise permitted by controlling law.

## **WEAPONS:**

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I understand weapons are not allowed in the Mount St. Helens National Volcanic Monument and agree that I will not bring or allow any participant in my charge to bring or carry any weapon to or on the site.

## **SUPERVISION:**

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I agree that my Group must have an adult assigned by the School/Group Coordinator on site at all times, that at least one adult must accompany all School/Group minors during all activities at and/or facilitated by Mount St. Helens Institute, and that the School/Group Coordinator and each adult chaperone must provide responsible adult supervision at all times while visiting Mount St. Helens Institute.

## **DISMISSAL FROM PROGRAM:**

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All participants will be expected to follow the rules of the program, including those outlined in the Code of Conduct and those communicated by Mount St. Helens Institute staff during the program.

Chaperones must ensure that all participants abide by the Code of Conduct and the rules of the program. Violation of rules related to (but not limited to) possession of alcohol, drugs, and/or tobacco products; possession of a weapon; inappropriate conversations/contact; offensive behavior or remarks towards other participants or staff or volunteers, including use of racial, religious or sexual slurs or intimidation; theft or vandalism; or violence/bullying will result in a dismissal from the program with no refund of program fees.

If a participant is dismissed, it will be the participant's or their parent/guardian's responsibility, either logistically and/or financially, for the evacuation.

## **HEALTH AND LIABILITY:**

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I understand that all youth and adult participants must submit a fully completed Participant Registration Form no less than 2 weeks before participating in the Volcano Outdoor School overnight program and that it is the responsibility of the parent/guardian of each participating minor to submit the complete Participant Registration Form, which includes information about the participant and the participant's parent/guardian(s) and/or emergency contacts, medical conditions, allergies, a photo release consent, and a liability release waiver. I understand that it is my responsibility as the School/Group Coordinator to inform all participants and the parent/guardians of any minor participants of this deadline and to provide access to the Participant Registration Form to all participants and/or their parent guardians. I understand that it is my responsibility as School/Group Coordinator (and not the responsibility of Mount St. Helens Institute personnel) to store, monitor the use of and make proper arrangements for medication administration.

### **RELEASE AND INDEMNITY:**

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I agree to release, waive, indemnify and hold harmless the Mount St. Helens Institute, all Mount St. Helens Institute Affiliates including, the United States Forest Service (USFS), the United States Geological Survey (USGS) and all others, and their respective directors, officers, instructors, employees, sponsors, agents, licensees, invitees, representatives, and volunteers (collectively, the “Releasees”), from all actions, claims, or demands that I and/or my child, and my/our legal representatives, heirs distribute, next of kin, guardians have, or may have in the future for injury, disability, death or property damage. This agreement includes, but is not limited to, claims or demands arising from injury or damage caused or allegedly caused by the negligence of one or more of the Releasees and/or Mount St. Helens Institute program participants, guests or trespassers.

### **INFORMED CONSENT:**

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I am the School/Group Coordinator. By signing this Agreement, I intend to bind myself and the School/Group I represent. The information provided is true and correct to the best of my knowledge. I am giving these consents, waivers and releases freely, with a full understanding of their meanings and consequences. I am at least 18 years old, am authorized to sign this Agreement, and confirm that this Agreement binds me, my family and my child (or the child for whom I am signing as legal guardian and his or her family).

### **AUTHORIZED SIGNATURE/BINDING AGREEMENT:**

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I confirm that I have read, understand and agree to comply with all the rules, regulations and policy requirements in this Agreement. (Any undated form will be deemed to be dated as of the date received by Mount St. Helens Institute. A form lacking a complete typed name below will not be accepted by Mount St. Helens Institute for registration purposes.) I agree that typing my name below constitutes my signature and agreement that this Agreement is valid, binding and enforceable.

## About Us & Our Partners

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### ***About the Mount St. Helens Institute***

**Mount St. Helen Institute** is a private 501(c)3 organization dedicated to science, education and exploration of volcanic landscapes. We offer activities for youth and adults all year long. We are proud to operate under a special use permit from the USFS Gifford Pinchot National Forest, and are an equal opportunity provider. [Learn more](#) about the Mount St. Helens Institute and our programs.

**Our mission** is to advance understanding of the earth through science, education and exploration of volcanic landscapes.

**Our staff** are carefully selected for their experience and passion for working with youth. Permanent staff are professional and compassionate educators. Seasonal staff range from early career professionals to undergraduate students seeking a degree in education. All staff receive a rigorous criminal background check before they are hired and references are thoroughly examined. All staff receive approximately 48 hours of training including educational content, safety and risk procedures and policies, driving, first aid and managing group dynamics.

#### ***Administrative Office***

42218 NE Yale Bridge Road  
Amboy, Washington 98601  
[info@mshinstitute.org](mailto:info@mshinstitute.org)  
Tel: (360) 449-7883  
[mshinstitute.org](http://mshinstitute.org)

### ***About the Mount St. Helens National Volcanic Monument***

The Mount St. Helens National Volcanic Monument is operated by the United States Forest Service. The Mount St. Helens National Volcanic Monument is designated for research, education and recreation.

### ***About the Science & Learning Center***

The Science & Learning Center (SLC) is a collaborative effort between the Mount St. Helens Institute and the USFS Mount St. Helens National Volcanic Monument. Together, our goal is to connect people with nature through science, the arts, and adventure recreation.

#### ***Science & Learning Center Office***

19000 Spirit Lake Highway  
(Mile post 43.3, State Route 504)  
Toutle, Washington 98649  
[learn@mshinstitute.org](mailto:learn@mshinstitute.org)  
Tel: (360) 274-2114  
[mshslc.org](http://mshslc.org)

## Forms and Documents to Print

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The following pages contains forms and documents which need to be distributed to drivers, youth participants, and adult chaperones.



## Participant Packing List

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### Give to your Teacher/Group Coordinator:

- ☐ Personal prescription or over-the-counter medications
- ☐ Electronics and food

### Pack and Bring With You:

#### Clothing

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- ☐ Sturdy shoes or tennis shoes (No open-toed shoes, no Keds/Converse) (bring an extra pair if able)
- ☐ Long pants (2 pairs)\*
- ☐ Shirts (2 pairs)\*
- ☐ Sweater/sweatshirt (2)\*
- ☐ Undergarments; during spring and fall we recommend long underwear
- ☐ Socks (2-3 pairs)\*
- ☐ Rain jackets (especially in spring and fall)
- ☐ Sun hat (especially in the summer)
- ☐ Warm hat (especially in the spring and fall)
- ☐ Gloves & scarf (especially in the fall)
- ☐ Pajamas

#### Bedding

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- ☐ Sleeping bag or blankets to sleep under
- ☐ Sleeping pad or blankets to sleep on
- ☐ Pillow

#### Gear

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- ☐ Day backpack or book bag
- ☐ Water bottle(s); please bring water bottles that can hold a total of 2 liters.
- ☐ Toiletries (wash cloth, toothbrush, toothpaste, hairbrush, deodorant, etc.)
- ☐ Sunscreen (especially in the summer)

\* In cold/rainy seasons avoid cotton if possible. Materials such as wool or polyester will keep the students much warmer and dryer.

**OPTIONAL ITEMS:** sunglasses, headlamp/flashlight, camera (optional; phone cameras will be allowed at specific times), bag for dirty clothes, slippers, binoculars, paper, journal, pencil, reading books, quiet games

**DO NOT BRING:** guns, knives, any other weapon, alcohol or drugs, radio, music players, electronic games or equipment including cell phones, aerosol products, animals

## ***Code of Conduct***

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The Mount St. Helens Institute wants you to have a great time at Mount St. Helens! To make sure everyone's visit is a safe and enjoyable one, we expect all participants to honor the following:

### ***1. Let's keep this a safe place where no one gets injured.***

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- Turn in all medications to your teachers.
- Wear proper footwear (tennis shoes or hiking boots) while outside.
- Abide by all safety instructions given by MSHI staff.
- Wear shoes at all times in the dining area.
- Do not run indoors or on the Science & Learning Center deck.
- Do not climb onto structures or lean over the railing on the Science & Learning Center deck.
- Please wash your hands before all meals. Use hot water and soap.

### ***2. Let's treat this amazing place with respect and practice the principles of Leave No Trace.***

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- Stay on the established trails unless your instructor indicates otherwise.
- Pick up your trash and put it in the proper container.
- Leave sticks, stones, and plants in nature where they belong.
- Return all animals we are studying to their proper homes.
- Respect all living things.

### ***3. Let's treat one another with care and respect.***

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- Encourage your peers and do not use "put downs" or inappropriate words, or tease others.
- Respect other people's belongings, materials, and personal space.
- Respect each other's privacy. Do not enter the bunkroom of the opposite gender.

### ***4. Let's make this a fun and exciting learning experience.***

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- Follow all program schedules and do your best to be on time.
- If you brought something you should not have, give it to your teacher right away.
- Do not use electronics at Volcano Outdoor School except to take photos.
- Be curious! Mount St. Helens rocks!

### ***5. Let's treat the Science & Learning Center with care and respect.***

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- Food is not allowed in the SLC bunkrooms. If your group or individuals brings snacks, they may store them in the kitchen area. Ask a MSHI staff member for assistance.
- Help us to keep the place neat and clean by picking up after yourself.
- Treat exhibits at the Science & Learning Center gently and with respect.
- MSHI staff will let you know which parts of the building are off-limits. Stay out of these areas to respect others that use and share space at the Science & Learning Center.

## Driving & Gate Directions

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**GROUP COORDINATOR:** Make sure ALL drivers are informed of and have hard copies of the Driving & Gate Directions (2 pages).

### To the Science & Learning Center at Coldwater

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- From I-5, take Exit #49 Castle Rock (SR 504)
  - Head east on SR 504 (Spirit Lake Memorial Highway)
  - Travel approximately 43 miles to the Science & Learning Center at Coldwater
- You do NOT need a parking pass.

*Please note that there are no signs for the Science & Learning Center. Once you enter the Monument, you will travel east on Hwy. 504. After mile marker 42, you will encounter a fork in the road. Stay left at the fork in the road (DO NOT veer right to go to the Johnston Ridge Observatory). You will soon reach a closed gate at the Science & Learning Center that is unlocked but looks locked. **Follow the directions on the map on the next page to open the gate.** See Google Map [here](#).*

### To the Hummocks Trail Head

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- From I-5, take Exit #49 Castle Rock (SR 504)
- Head east on SR 504 (Spirit Lake Memorial Highway)
- At approximately 43 miles veer right at the fork in the road, heading down hill toward Coldwater Lake and Johnston Ridge Observatory Visitor Center
- After about 2 miles, the Hummocks Trail Head will be on your right.
- You do NOT need a parking pass.
- See Google Map [here](#).

### To Coldwater Lake Picnic Area

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- From I-5, take Exit #49 Castle Rock (SR 504)
- Head east on SR 504 (Spirit Lake Memorial Highway)
- At approximately 43 miles veer right at the fork in the road, heading down hill toward Coldwater Lake and Johnston Ridge Observatory Visitor Center
- After about 2 miles, turn left for the Coldwater Lake picnic area.
- You do NOT need a parking pass.
- See Google Map [here](#).

# DRIVING & GATE DIRECTIONS



From I-5 take exit 49: WA-504 E/Mt St Helens Way NE

Remember to gas up your vehicle in Castle Rock or Toutle! It is 40+ mile uphill drive. The closest gas to the SLC/JRO is at Drew's Grocery in Toutle: 5304 Spirit Lake Highway.

Around mile marker 43, the speed limit goes to 25 mph and the road forks.

## TO GO TO:

### Science and Learning Center (SLC)

LEFT at fork.

Stay straight to open and go through gate (see bottom of page for instructions on how to open gate). Close gate. The road will turn right, continue straight downhill to the parking lot.

### Coldwater Lake Picnic Area, Hummocks Trail, or Johnston Ridge Observatory (JRO)

RIGHT at fork.

Follow the road downhill and follow signage.

Coldwater Lake Picnic Area- 1.5 miles, turn L  
Hummocks Trail- 2 miles, turn R  
Johnston Ridge Observatory- 9 miles, end of road

## TRAVEL DISTANCES

	I-5 exit 49	SLC	Coldwater Lake Picnic Area	Hummocks Trailhead	JRO
I-5 exit 49		43 miles	45 miles	45 miles	52 miles
SLC	43 miles		2 miles	2 miles	9 miles
Coldwater Lake Picnic Area	45 miles	2 miles		<1 mile	7 miles
Hummocks Trailhead	45 miles	2 miles	<1 mile		7 miles
JRO	52 miles	9 miles	7 miles	7 miles	

## MOUNT ST. HELENS AREA MAPS



Contact  
[learn@mshinstitute.org](mailto:learn@mshinstitute.org)  
for instructions on how to open the gate.