Volcano Outdoor School

Coordinator Guide: Overnight Program

MOUNT ST. HELENS INSTITUTE



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

PRE-VISIT GROUP COORDINATOR CHECKLIST 3
SCHEDULE & ACTIVITIES 4
LOCATIONS 5
Science & Learning Center 5
Coldwater Lake 6
Hummocks Trail 6
ACCOMMODATIONS 7
Lodging 7
Meals 8
ROLES & EXPECTATIONS 9
Group Coordinator 9
Adult Chaperones 9
MSHI Staff 9
POLICIES AND PROCEDURES 10
Administrative Policies & Procedures 10
Logistical Policies & Procedures 11
Participant Guidelines 12
Safety Policies & Procedures 14
REGISTRATION AGREEMENT 16
ABOUT US & OUR PARTNERS 20
FORMS AND DOCUMENTS TO PRINT 20
Participant Packing List 21
Code of Conduct 22
Volcano Outdoor School Participant Waiver 23
Driving & Gate Directions 26

Questions

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

Pre-visit Group Coordinator Checklist

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

Registering your group for Volcano Outdoor School:

- ☐ Contact 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 $100 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 ahead:

- ☐ Begin informing parents and students about the upcoming program dates.
- ☐ Read through Volcano Outdoor School Policies & Guidelines.
- ☐ 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 chaperones and parent/guardians of student participants. You can download and print all of this information together in the Chaperone Letter and the Parent/Guardian Letter.
- ☐ Set a date three weeks before arrival for all Participant Waivers to be returned to you and for parent/guardians to inform you of any dietary restrictions and/or special needs. You will provide dietary restrictions, special needs, and photo/recording permissions on the Participant Roster, which is due 2 weeks prior to your arrival. *Clicking this link will download the Participant Roster, which is an Excel file.*
- ☐ Recruit teacher/parent chaperones to provide adult coverage at a ratio of 1:5 adult:youth. Contact learn@mshinstitute.org if you would like a different ratio.

2 weeks ahead

- ☐ Gather Participant Waivers for **all adult and youth** participants. MSHI will need all original copies of Participant Waivers, due upon arrival.
- ☐ Download, complete, and send Participant Roster, with information for all adult and youth participants to learn@mshinstitute.org. This roster will the basis for your invoice.
- ☐ Collect program fees and initiate a purchase order or necessary paperwork with school office for payment. **MSHI will send an invoice shortly after your visit.**
- ☐ If you would like a copy of your schedule before you arrive, please contact 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)Print student journals & have your students and adults create name tags.

Day of arrival:

- ☐ Provide ALL drivers with a hard copy of the Driving & Gate Directions.
- ☐ Collect and organize all medications from students.
- ☐ Bring original copies of Participant Waivers with you. (And copies for your staff if needed.)
- ☐ Eat lunch before arrival.

Schedule & Activities

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. You can view our selection of activities here.

Typical Schedule for a 1-night Volcano Outdoor School Program

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

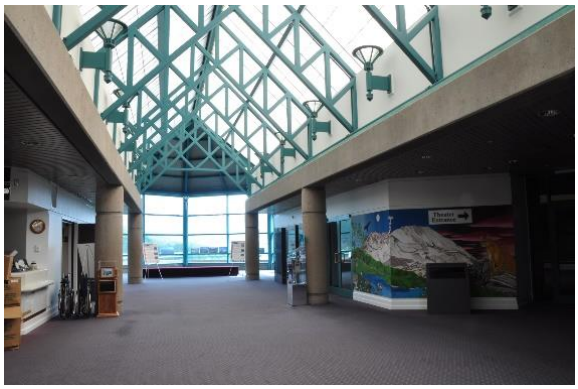
Please note that our staff may change the schedule at any time. This is a general schedule.

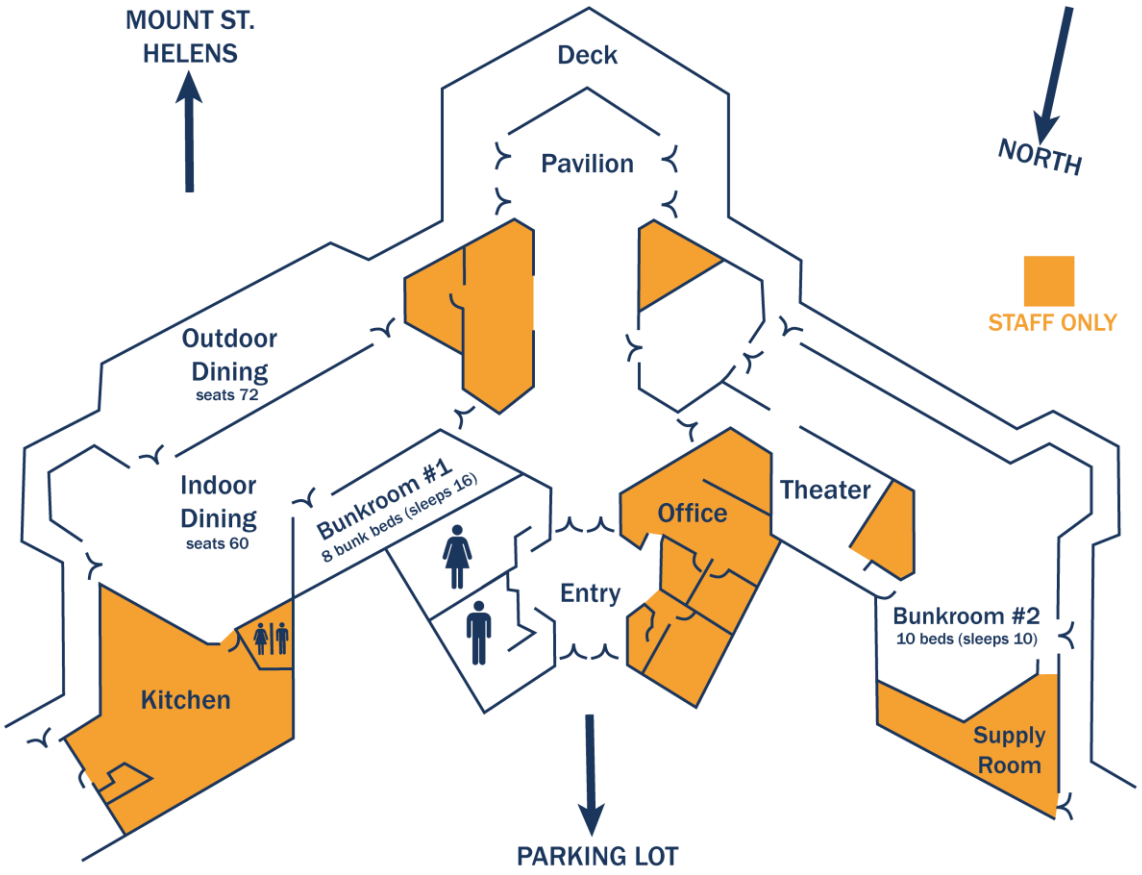
Locations

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/ and view in Google Maps.







Hikes and Walks from the SLC

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

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

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

Lodging

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

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

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.
- We do our best to accommodate the dietary needs of each group. 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.
- The Mount St. Helens Institute can typically accommodate a variety of dietary needs. **Notify** the Mount St. Helens Institute at least **2 weeks** before your trip of any food allergies, dietary restrictions or dietary requests on your Participant Roster to ensure we are able to safely accommodate all participants.

Breakfast*

continental-style:

- scrambled eggs
- cereal
- instant oatmeal
- bagels and spreads
- fruit
- juice
- milk
- coffee (for adults)

Lunch*

sack lunches:

- cold-cut sandwiches
- PB & J sandwiches
- granola bar
- chips
- baby carrots
- fruit

Dinner*

pasta dinner:

- pasta with red sauce with ground beef or meatballs
- salad
- garlic bread
- cookies

OR

taco dinner:

- ground beef
- refried beans
- toppings (lettuce, tomato, salsa, cheese, sour cream, hot sauce)
- cookies

Snacks*

- granola bars
- oranges
- apples
- baby carrots
- string cheese

*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

Group Coordinator

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, transportation and chaperone support and will gather Participant Waivers and medications for the trip. 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

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

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 staffmember will stay overnight in the SLC with your group, on call in case of emergency.

Policies and Procedures

Administrative Policies & Procedures

Registration Process

- A complete registration form and a non-refundable $100 deposit must be received for your group to officially be registered.
- Your deposit will be applied to the total amount due.

Cancellations

- Groups that submit cancellations received by MSHI at least thirty (30) days before the agreed arrival date will have an opportunity to reschedule for another open date within one (1) calendar year, with the reservation deposit transferred to the new date.
- Cancellations received fewer than thirty (30) days before the arrival date will not necessarily have an opportunity to reschedule for another date and the entire deposit will be retained by MSHI as a cancellation charge, without any rights of transfer and/or refund.
- In the event that the Mount St. Helens Institute must cancel a scheduled program, groups will receive a full refund.
- The Mount St. Helens Institute is not liable for any other expenses that the participants may have incurred in the preparation and execution of the event.

Billing

- A $100 deposit is due at registration. This deposit will be applied to the final amount due.
- The fee for 2017 Volcano Outdoor School overnight programs is $75/youth/night and $50/adult/night. This includes overnight lodging, 3 meals, snacks, and 8-10 hours of educational activities.
- There is a required minimum fee of $1200.00 per overnight education program.
- Groups will be billed based on the number of participants present at arrival, as indicated on the Participant Roster, which is due 2 weeks before the program arrival date. You will receive a final invoice shortly after the program and are expected to complete your payment within 30 days of the program.
- If there are fewer participants upon arrival than listed on your Participant Roster, your group will be billed for the number of participants listed on the Participant Roster. You may submit an updated roster form up to 2 weeks prior to your visit.
- Education program registrations must include arrival and departure times. Your group may be charged $50/hour for late arrivals or departures.
- 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 $200.00 will be charged. Additional fees may be assessed, as warranted.
- Should a member of your group damage the facilities, your group is responsible for paying all such fees and for all damages to the building and is to be fully responsible for and to pay all non-natural damage charges that occur during your visit.

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 in the Science & Learning Center at Coldwater. 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

Transportation

- The Mount St. Helens Institute does not arrange transportation to and from Mount St. Helens or between various Volcano Outdoor School locations. 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

- Groups typically arrive at 2 pm on Arrival Day and leave at noon on Departure Day. Coordinate with MSHI staff at 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

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)

- 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

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

Dining Procedures

- 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

- 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

- 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

➢ 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

➢ 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

➢ 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

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

Safety Policies & Procedures

Health and Medical Procedures

- **All students and adults must have a completed and signed Participant Waiver on-site. This original form will be provided to MSHI by the Group Coordinator upon arrival.** Groups wishing to keep copies of this document for their use should make copies prior to arrival.
- ***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 and 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

- 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

- Please notify Mount St. Helens Institute staff before your program if any member of your group has special needs on your Participant Roster, which is due 2 weeks before your program.
- Certain trails at the Science & Learning Center at Coldwater are wheelchair accessible. We are better able to accommodate your needs with advance notice.

Weather

- Weather at Mount St. Helens is highly variable. The Science & Learning Center is located on a ridge at 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.
- 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

- ***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

On the program registration form you agreed to the following: (revised Feb. 2017)

I understand that inserting my name above, as Group Coordinator, and signing at the end of this Registration Agreement (Agreement) constitutes my understanding and agreement and binds me and the Group for which I am the 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.

RENTALS AND USE FEES:

MSHI policy requires a minimum of ten (10) people per night or day use rental and a maximum of forty (40) people per overnight or day use rental unless otherwise agreed in advance in writing (including by e-mail) by MSHI staff and the Group Coordinator. Rental and use fees for each Group will be determined by MSHI and the Group Coordinator before this Agreement is signed. Examples of use fees include, but may not be limited to: (a) a per Group $100 building use fee; and (b) for each Group that elects to use on-site kitchen facilities, a per Group $50 kitchen use fee. All rental fees and all use fees must be paid in full before, but in no event later than, the outside date to which MSHI and the Group Coordinator agree. Failure to pay fees when due may result in a decision by MSHI to decline to enter into this Agreement.

EDUCATION PROGRAMS AND FEES:

MSHI policy permits maximum allowances of forty (40) students per overnight education program and eighty (80) students per day trip program, unless otherwise agreed in advance in writing (including by e-mail) by MSHI staff and the Group Coordinator. I understand there is a required minimum fee of $1,200.00 per overnight education program and $240.00 per day trip education program. I understand that a non-refundable $100.00 reservation deposit is required before my group is officially registered and that this deposit will be applied toward the amount due as shown on my Group's final invoice. Groups are billed based on the number of participants present at arrival, as indicated on the MSHI roster form, which is due no less than two weeks before the program arrival date. The Group Coordinator may submit an updated roster form up to, but no less than, two weeks prior to the Groups arrival date. The number of names on the roster form controls for Group billing purposes. If the group that arrives is smaller than the roster size, no billing adjustment will be made. If the group that arrives is larger than the roster size or includes additional or different names from those that appear on the submitted roster, MSHI, at its option and in its sole discretion, reserves the rights: (a) to decline to allow persons whose names do not appear on the submitted roster to participate in program activities or remain at the MSHI site; or (b) to modify this Agreement so that non-rostered persons may remain at MSHI and participate in all or some program activities, in each case, on terms acceptable to MSHI and the Group Coordinator. All required additional fees are due and payable no more than 30 days after the program start date.

RESERVATION PROCESS:

A $100.00 non-refundable reservation deposit is due at the time of booking. I understand program participation and rental dates are not officially reserved until the reservation deposit is paid, processed and confirmed by MSHI. I agree that the reservation deposit will be applied to the total amount due.

CANCELLATIONS AND RESCHEDULING:

Groups that submit cancellations received by MSHI at least thirty (30) days before the agreed arrival date will, depending on availability, have an opportunity to reschedule for an open date within one calendar year, with the reservation deposit transferred to the new date. Groups whose cancellations are received by MSHI fewer than 30 days before the arrival date will not necessarily have an opportunity to reschedule for another date. If the program cannot be rescheduled within one calendar year, the $100.00 non-refundable deposit will be retained by MSHI as a cancellation charge, without any rights of transfer and/or refund.

VISITOR CENTER:

I understand that while the Johnston Ridge Observatory (JRO) 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. I understand that if the JRO 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 or rental while moving visitor services and associated maintenance to the SLC.

LATE ARRIVAL/DEPARTURE:

I understand that program/rental reservations must include arrival and departure times; my Group may be charged $50/hour for late arrivals or departures and will pay all such charges before departing.

SET-UP AND CLEAN-UP:

I understand that: (a) my group is responsible to set-up and clean-up the areas it uses during the rental period and (b) a minimum fee of $200.00 will be charged if my group fails to meet the required cleaning standards and pass inspection before it departs MSHI. Additional fees may be assessed, as warranted.

QUIET HOURS:

I understand that quiet hours are from 10:00 p.m. and 6:00 a.m. and agree to respect this policy.

DAMAGE/DAMAGE CHARGES/PAYMENT:

I agree that my Group is responsible for all non-natural damage charges it causes fully or in part, to the building/site and agree to be pay those charges no more than thirty (30) days after being billed therefor.

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:

I understand that alcohol is not allowed on site, except by permit issued in advance of arrival and then, only in compliance with the terms of the permit as issued. Violation of a permit constitutes cause to terminate the balance of the planned visit without the issuance of any refund amount. As applicable, I agree to pay all

permitting costs prior to arrival. All permitting costs are non-refundable. I understand that I am responsible for monitoring the building during use and agree that I will not leave it unattended or unsecured during any part of my visit. 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:

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:

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

SUPERVISION (FOR EDUCATION PROGRAMS & RENTALS WITH MINORS):

I agree that my Group must have an adult assigned by the Group Coordinator on site at all times, that at least one adult must accompany all Group minors during all activities at and/or facilitated by MSHI, and that during all rentals and programs, the Group Coordinator and each adult chaperone must provide responsible adult supervision at all times while visiting MSHI, including at night during overnight visits.

HEALTH AND LIABILITY (FOR EDUCATION PROGRAMS ONLY):

All participants (the Group Coordinator/staff assistants, chaperones and all student participants) must submit a legible and fully completed and signed Liability Waiver and Medical Release form before participating in any MSHI program. A parent or guardian of each participating minor student must sign and complete this form for him/her. This signed original form must be provided to MSHI upon arrival. I understand that a parent/guardian of each participating student must submit a completed and signed Liability Waiver and Medical Release form in order for his or her child to participate in a MSHI program. I understand that it is my responsibility as the educational program coordinator to communicate to the MSHI staff at least two weeks before my trip all known physical/behavioral/medical concerns, food allergies and dietary restrictions that will or may affect a safe and successful MSHI learning experience. I understand that it is my responsibility as Group Coordinator (and not the responsibility of MSHI personnel) to store, monitor the use of and make proper arrangements for medication administration.

RELEASE AND INDEMNITY:

I agree to release, waive, indemnify and hold harmless the MSHI, all MSHI 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 distributes, 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 MSHI program participants, guests or trespassers.

INFORMED CONSENT:

I am the Group Coordinator. By signing this Agreement, I intend to bind myself and the 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:

By typing the date and my full name in the boxes below, 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 MSHI. A form lacking a complete typed name below will not be accepted by MSHI for registration purposes.) **I agree that typing my name below constitutes my signature and agreement that this Agreement is valid, binding and enforceable.**

Date: _____ **Name:** _____

About Us & Our Partners

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
Tel: (360) 449-7883
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
Tel: (360) 274-2114
mshslc.org

Forms and Documents to Print

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

Participant Packing List

Give to your Teacher/Group Coordinator:

- ☐ Your complete and signed Participant Waiver
- ☐ Personal prescription or over-the-counter medications
- ☐ Electronics and food

Pack and Bring With You:

Clothing

- ☐ 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

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

Gear

- ☐ 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

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.

- 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.

- 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.

- 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.

- 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.

- 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.

MOUNT ST. HELENS INSTITUTE

Volcano Outdoor School Participant Waiver

PLEASE READ THIS ENTIRE AGREEMENT CAREFULLY BEFORE YOU SIGN IT. YOUR SIGNATURE CONFIRMS THAT YOU UNDERSTAND AND AGREE TO ITS TERMS. BY SIGNING THIS AGREEMENT, YOU (YOUR FAMILY, AND YOUR CHILD) ARE GIVING UP LEGAL RIGHTS, INCLUDING THE RIGHTS TO SUE AND/OR RECOVER DAMAGES FROM ALL MSHI AFFILIATES FOR INJURIES, DEATH AND/OR PROPERTY DAMAGES ARISING FROM VOLCANO OUTDOOR SCHOOL PARTICIPATION, WHETHER CAUSED BY THE NEGLIGENCE OF MSHI, ITS PARTNERS, AND THEIR RESPECTIVE EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, SPONSORS AND VOLUNTEERS ("MSHI AFFILIATES") OR OTHER PERSONS, OR OTHERWISE.

Please provide, legibly, all requested information. A parent or legal guardian must complete and sign below for his or her child. Incomplete and/or unsigned forms may delay or preclude program participation. MSHI expressly reserves the right to deny program participation to/dismiss any person who violates its rules.

School/Group: _____ City, State: _____

Participant is a: Minor Student ☐ Adult/Parent/Chaperone ☐ Adult/Teacher ☐

Participant Information

First Name: _____ Last Name: _____

Age: _____ Gender: _____

Parent/Guardian and Emergency Contact Information

Contact 1 Name: _____ Contact 2 Name: _____

Home Phone: _____ Home Phone: _____

Cell Phone: _____ Cell Phone: _____

E-mail: _____ E-mail: _____

Relationship to Participant: _____ Relationship to Participant: _____

Medical Conditions, Physical Conditions and Allergies (Attach Additional Pages if Necessary)

Do you or does your child have any medical conditions/physical limitations? ☐ No ☐ Yes; if so, list all below and, as appropriate, include health care provider contact information: _____

_____

_____

_____

Do you or does your child have any allergies? ☐ No ☐ Yes; if so, list all below:

1) Type/Nature of Allergy (describe): _____

Severity of Allergy: ☐ Mild ☐ Moderate ☐ Severe ☐ Life Threatening

Description of Allergy and Treatment: _____

_____

2) Type/Nature of Allergy (describe): _____

Severity of Allergy: ☐ Mild ☐ Moderate ☐ Severe ☐ Life Threatening

Description of Allergy and Treatment: _____

_____

Liability Release Waiver and Indemnity Agreement | Initial each statement and sign at the form end

[*Name*] _____ has my permission to participate in MSHI's Volcano Outdoor School program. I am at least 18 years old and authorized to give this consent. I am aware that the United States Forest Service (USFS), the United States Geological Survey (USGS), and others are MSHI Affiliates.

_____ I acknowledge and understand that activities and schedules are subject to change / cancellation at the discretion of Mount St. Helens Institute Volcano Outdoor School and its staff.

_____ I understand none of the following will result in a refund of any participation fees: homesickness, illness, change of family/school plans, dismissal from program and/or personal schedule conflicts/changes.

_____ I understand it is my and/or my child's responsibility to participate cooperatively in the program including work, play, values sharing and living together. I agree to ensure that, at all times, I and/or my child abides by the rules of the program. I understand and agree to explain to my child that any violation of rules related (but not limited) to possession of any alcohol, drugs or tobacco products; possession of any weapon; inappropriate or offensive contact, behavior or communications to/with other participants or staff, such as racial, religious or sexual slurs or intimidation/violence/bullying; theft; vandalism; or unlawful conduct, will result in immediate dismissal from the program with no refund of program fees. If I or my child is dismissed, it is my or a parent's/guardian's responsibility logistically and financially to depart/retrieve his or her child.

_____ I understand that I or my child will participate in outdoor and indoor activities that include known and unanticipated risks which could result in physical or emotional injury, paralysis, death, or damage to me and/or my child, property or third parties. I and my child assume all risks of participation in these activities.

_____ If I or my child needs medical treatment, I consent and authorize accompanying representative(s) of MSHI/MSHI Affiliates to permit treatment. In case of emergency, I request and authorize any physician, hospital and health care provider to provide medical treatment promptly, whether or not I have been asked, informed and provided any additional consent. I agree to be responsible for and pay all medical treatment charges and to release, hold harmless, defend and indemnify the MSHI/MSHI Affiliates for such expenses.

_____ I understand that it is my responsibility to provide and maintain accident and health insurance for myself and my child while participating in all MSHI activities and programs, and understand and acknowledge that the MSHI does not provide any accident or health insurance coverage for its participants.

_____ I confirm that neither I nor my child has any physical, mental, emotional or other conditions that restrict or prevent me or my child from participating in the scheduled activities, or which increase the risk of harm, except: _____.

_____ I agree to release, waive, indemnify and hold harmless the MSHI, all MSHI Affiliates including, the USFS, the 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 distributes, 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 MSHI program participants, guests or trespassers.

I am giving the consents, waivers and releases herein 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 this agreement binds me, my family and my child (or the child for whom I am signing as legal guardian and his/her family).

Parent's/Guardian's (or Participant's) Name:_____

Signature:_____**Date**:_____

Photo Consent and Release

In support of the Mount St. Helens Institute's mission of advancing understanding and stewardship of earth through science, education, and exploration of volcanic landscapes, I hereby give my consent:

a) to the Mount St. Helens Institute, and its affiliates and their agents to film, photograph, tape or otherwise make a video reproduction of me or my child/children and/or record our voice(s); and,

b) to the Mount St. Helens Institute to use my name or my child/children's name and such film, photograph, tape or reproduction of us and/or recording of our voice(s), in part or in whole, in newspapers, magazines and other print media, on television, radio and electronic media (including the "Internet"), in theatrical media and/or in mailings for educational and awareness campaigns by the Mount St. Helens Institute, in connection with the promotion of Mount St. Helens products and/or to help raise funds for Mount St. Helens programs.

Consent to such use is given in perpetuity, and does not require prior approval by me. I further disclaim any right to receive compensation or economic benefit that has or could have become due in connection with the use of the film, photograph, tape or reproduction of me, my child/children and/or the recording of our voice(s).

I am giving the consents, waivers and releases herein 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 this agreement binds me, my family and my child (or the child for whom I am signing as legal guardian and his/her family).

CONSENT ON BEHALF OF A MINOR PARTICIPANT

Participant Name (print):_____

The below signed parent or legal guardian of the above-named minor child hereby consents to and gives permission to the above on behalf of such minor child.

Parent/Guardian Name (print):_____

Parent/Guardian Signature:_____Date:_____

ADULT PARTICIPANT CONSENT

Participant Name (print):_____

Parent/Guardian Signature:_____Date:_____

Driving & Gate Directions

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

To the Science and Learning Center at Coldwater

- 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 and Learning Center at Coldwater
- You do NOT need a parking pass.

Please note that there are no signs for the Science and 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

- 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

- 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

MOUNT ST. HELENS INSTITUTE

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)

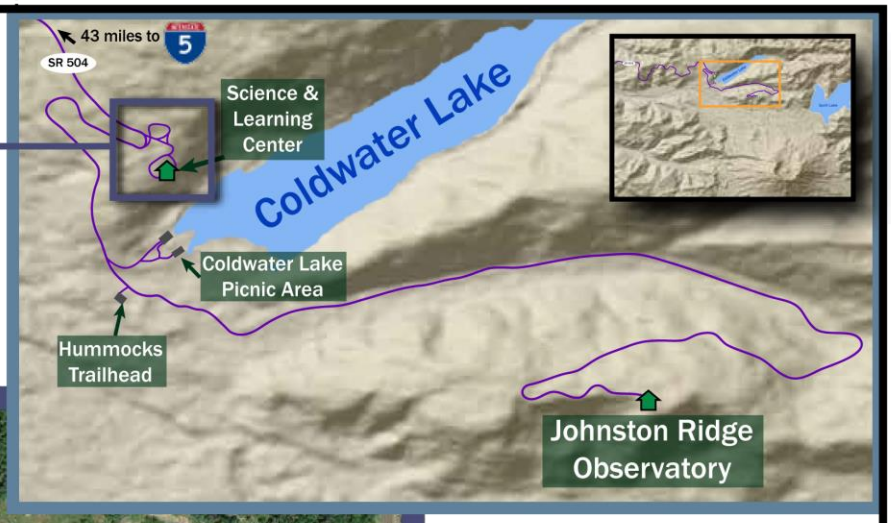
RIGHT at fork.
Follow the road downhill and follow signage.

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





GATE INSTRUCTIONS

Contact learn@mshinstitute.org BEFORE your trip for directions on how to open the gate.

