

Volcano Outdoor School



Chaperone Letter

Dear Chaperone,

Thank you so much for participating in your group's Volcano Outdoor School program as a chaperone! We are excited that your group is joining us to explore Mount St. Helens through hands-on, inquiry-based learning that supports Next Generation Science Standards. Your support, positive attitude, and active involvement are crucial for a successful, safe, and fun learning experience for all.

Please inform your Group Coordinator/lead teacher of any dietary restrictions, special needs, or any other concerns NO LATER THAN 2 weeks before the program.

Please carefully review all the materials in this letter.

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We look forward to meeting you and having a wonderful learning adventure at Mount St. Helens!

The Mount St. Helens Institute Education Staff



WHO'S WHO: ADULT ROLES AND 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. Chaperones are responsible for supervising the youth at all times and ensuring that participants are following the [Code of Conduct](#) and Participant Guidelines. 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. (Download [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.

SCHEDULE

What to expect upon arrival

- 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!

Program Schedule and Activities

Activities selected for each Volcano Outdoor School program are selected based on the group's learning objectives and needs. *Please note that this is general schedule and that our staff may alter the schedule at any time programs based on variables such as safety, weather, fitness level, ability level, behavior and energy and resources.*

Typical Schedule for a 1-Night Volcano Outdoor School

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



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).

PROCEDURES

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!

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.



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 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 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: _____

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

DRIVING & GATE DIRECTIONS

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](#).



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.

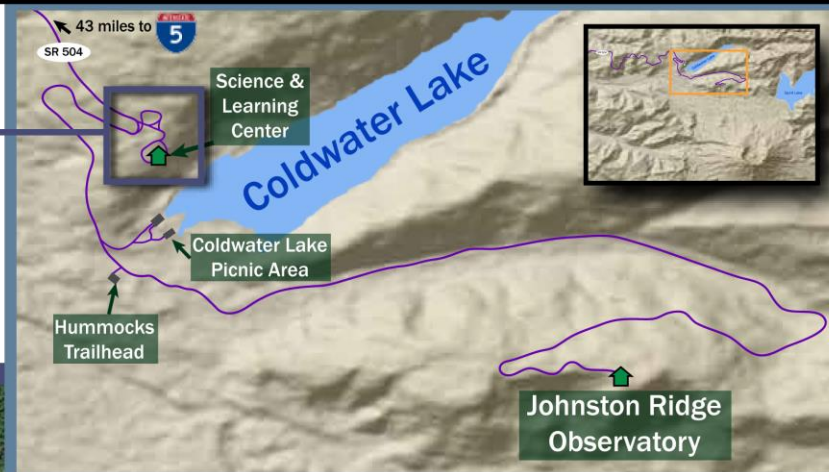
Follow the road downhill and follow signage.

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.

