



EARTHKEEPERS PROGRAM

COORDINATOR DETAILS

**McKeever Environmental Learning Center
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USER GUIDELINES

Realizing that we have a responsibility for the world in which future generations will live, the Commonwealth of Pennsylvania created the McKeever Environmental Learning Center in 1974. The McKeever Center complex includes three lodges, a 186-seat auditorium, a dining hall, maintenance building, residence, office/classroom building and four miles of trails meandering through the 205 acres. The Center's many activities assist citizens of all ages to become better stewards of our earth's resources.

The following guidelines are designed to benefit you. Compliance with them will assure the best possible preservation and maintenance of the Center.

Alcoholic Beverages and Drugs: In accordance with the State laws, ALL alcoholic beverages and illegal drugs are prohibited for ALL groups in ALL areas.

Collecting & Picking: Gathering plants, animals, water, rock and/or soil is prohibited.

Fires: Open fires are not permitted on the property at any time. However, campfires, which have been coordinated through the McKeever staff, will be permitted.

Hiking: Our trails are open to the public seven days a week from sunrise to sunset. Organized groups of ten or more must register by calling the Center at least one week in advance to avoid conflict with scheduled programs.

Hunting, Fishing & Trapping: For the safety and enjoyment of our visitors, hunting, fishing and trapping are prohibited on the Center's property.

Motorized Vehicles & Bicycles: Motorized vehicles, bicycles, skateboards and rollerblades are restricted to the parking lot of the Center. Mini-bikes and snowmobiles are prohibited anywhere on the property. Please limit parking to areas designated for that purpose. Motorized vehicles must not exceed 15 miles per hour on roadways within the Center.

Pets: Dogs, cats, horses and other pets, excluding Seeing Eye Dogs, are not permitted on the McKeever property.

Picnicking & Camping: Picnicking and camping are not permitted on the property, unless scheduled by groups taking part in an educational program.

BUILDINGS & LODGES

Each of the three lodges, North, West and South, consists of two separate wings joined by a central lounge area. Each wing contains a dormitory with bunkbeds, a small counselor's room, and modern restroom facilities, accommodating boys in the right wing and girls in the left wing). The lounge contains a fireplace and a variety of benches, tables, and chairs.

Lodge & Sleeping Assignments

Lodge assignments should be made prior to your arrival. Carefully consider the available number of beds (14) for each lodge wing (consult the McKeever staff person for a current number of these beds). Fire marshal regulations limit the number of beds allowable in each sleeping wing. Additional bunk beds or mattresses cannot be added beyond these numbers. Also, lodge common areas are not suitable as use for overflow sleeping.

North - Male Wing

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17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
- Adult _____
- Adult _____

North - Female Wing

1. _____
2. _____
3. _____
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5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____

17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
- Adult _____
- Adult _____

South - Female Wing

1. _____
2. _____
3. _____
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10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
- Adult _____
- Adult _____

South - Male Wing

1. _____
2. _____
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7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
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17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
- Adult _____
- Adult _____

Guidelines for Staying Overnight

The McKeever Center does NOT supply:

- Bedding, pillows and towels
- Firewood (unless ordered in advance).

Sprinklers: All lodges are equipped with a water sprinkler system in the event of a fire. Under no circumstance are groups permitted to hang any type of clothing on or use any part of the sprinkler heads and/or pipes for personal use.

Fire Alarms: Fire and smoke alarms are automatically connected to a 911 emergency response system. Local fire departments respond to ALL McKeever fire alarms within minutes. If a user group triggers a false alarm, we will request from them a donation of \$100.00 to cover the efforts of these volunteer agencies.

Emergency Exits: Please help us preserve the sliding glass doors in the lounges by using them only in emergency situations. The doors at the end of each wing should also be used only as emergency exits. The doors located on either side of the Commons Area of each lodge are for general use.

Food: No food or beverages are permitted in the lodges. All food and beverage consumption must be limited to the Dining Hall.

Bunk Beds: Due to security and safety reasons, please do not move bunk beds. Please do not place any type of tape with students' names on the bunk beds.

Night Lights: You may want to bring along a couple nightlights for each wing of the lodge(s). When the light inside the bathroom is turned on, the fan also comes on and may awaken people.

Lodges (cleaning): Prior to departure, all areas of the lodge must be cleaned as follows:

1. Collect all trash and deposit it in the trash containers.
2. Sweep all floors clean in the lounge, wings and bathrooms, including under and behind the beds, dressers and lounge furniture.
3. Check drawers, closets and shower areas for personal belongings.

Chaperones: Groups comprising school-aged children must bring a minimum of two adults for every learning group. Chaperones must accompany the students at all times while they are in the McKeever buildings. There are no exceptions.

Telephones: Guests making long distance calls must place a collect or credit card call following the instructions on the card located next to each phone.

Injuries: All injuries, no matter how minor, must be immediately reported to the McKeever staff member in charge. Although the McKeever staff has basic first aid training, there are no on-site medical personnel. Schools and groups are expected to make their own arrangements.

Firewood: Guests using the fireplaces in the Lodges or Dining Hall must supply their own wood. Under no circumstances may wood be gathered on McKeever property. Should you wish to purchase firewood from McKeever, contact the Center to make arrangements. A fee will be charged for this service.

Energy Conservation: Please help us conserve energy by having your group adhere to the following guidelines:

- A. Lights - Please stress the importance of turning off all lights that are not in use.
- B. Thermostats - The thermostats are to be operated only by the group leaders. We ask that you turn the thermostats to 65 degrees when the room is unoccupied and set them no higher than 68 degrees when you are in the building.
- C. Doors - Please keep all doors tightly closed in cold weather.
- D. Exhaust fans - The fans in the dormitory areas of the lodges should be operated only in warm weather when the sleeping areas are occupied.

Damage: Guests will be held responsible for all damage to the buildings, equipment and property of McKeever and will be billed accordingly. Please report all damages to the McKeever staff member in charge.

Check out:

1. Clean all areas as specified for each building.
2. Check areas for personal belongings.
3. Turn off lights.
4. Lower thermostats.
5. Turn off fans.
6. Close doors (interior and exterior).
7. Return loaned materials (books or tapes) to office.
8. Report all damages.
9. Report total number of participants to the McKeever staff member in charge.
10. Sign and return the coordinator form to the McKeever staff person in charge prior to leaving the center.

DINING HALL

Cooking

All groups registering at McKeever will have their food catered by McKeever's dining service. You can contact McKeever's food service manager at 724.376.1037. The McKeever dining service will work with you to accommodate any special dietary needs or requests.

Policies

Cleaning: Prior to the group departure, the Dining Hall should be cleaned as follows:

1. Clean and fold tables
2. Stack chairs on caddies
3. Sweep dining area floor
4. Place all recyclables and trash into the appropriate containers

Packaging: One of our program goals is to have students recognize the enormous amount of energy and materials we use daily. We strive to have our dining hall reflect this ideology in practice. Therefore, we strongly encourage groups to adopt a policy of bringing foods packaged in bulk rather than in individual serving sizes. Also, washing dishes rather than using disposable products is more desirable and reduces the bulk of wasted materials requiring disposal.

Evening Snacks: Dining Hall Only

Recycling: During preparation and clean up of the meals, kitchen staff are asked to follow the directions for recycling the containers and boxboard they use. Bulk bins for holding these recyclables are located outside of the kitchen's back door. Directions for cleaning and readying these materials are on the wall before you exit this door. Our goal is to minimize the amount of materials that go to the dumpster and landfill.

Mealtime Procedures

In offering the Earthkeepers program, not only do we teach about living lightly on the earth but we encourage students to put these ideas into practice whenever possible. We obtain our energy from food, and food is a tangible example of our dependency on the sun. At every meal, menus are written to reveal the true nature of the food we are eating e.g. carrots are written as "orange underground roots". In so doing, students see our relationship with other passengers -- both plant and animal.

Menus: We encourage eating lower on the food chain by including many whole grain foods in the diet and minimizing red meats, sugar products and "junk food". Nutrition is an important part of the learning process and we continue to investigate the use of whole grain breads and pasta, bean sprouts, vegetable dishes, fruit and desserts that are low in sugar as part of our menu offerings.

Starting Meals: The announcer (McKeever staff) is responsible for beginning each meal. After a few opening comments, a school representative will be invited to provide announcements of their own or share a blessing as pre-determined by their school.

Announcements: Waste Watchers, Discovery Announcements, Mystery Passenger, Waste Detective, etc. will begin approximately 35 minutes into the meal hour. We ask that all adults serve as effective role models, whether at the students' table or at their own table, by listening, raising hands, applauding, etc. where appropriate. Everyone should be in his or her seats with attention focused on the announcer. Gophers will have sufficient time after announcements to complete their remaining duties before dismissal to their next activity.

Serving: Since we eat family style, all food will be placed in serving dishes on each table. We encourage students to take only what they can eat, in an effort to encourage responsibility for their food waste and personal choices. Be sure all students are served appropriate portions, before sending gophers for extras.

Waste Watchers: At the end of each meal, wasted food (energy and materials) from the student's plates (serving dishes excluded) is placed in a bucket and strainer at the center of each table. If you are sitting at a student table, please monitor students when they take food from the serving platters. Help students consider ways to reduce their food waste by suggesting that they take smaller portions, pour a half glass of a drink, or cut items in half before removal from the serving platter.

Waste is determined by what can and cannot be composted at McKeever and is listed on a chalkboard picture of a large bucket and strainer. Brown paper napkins and fruit cores, which can be composted but are not considered food waste, are placed on separate plates. The gophers will dump the contents of all of these containers into the appropriate bins near the kitchen window for composting or disposal. The food waste is weighed and recorded on the energy chart throughout the week to reveal the hidden sources/costs involved in wasting food energy and materials.

Waste Detective: At each meal, a staff member will report on all "leaks" (water, heat & lights) discovered in all living and classroom areas. Students will be encouraged to look for markers indicating these leaks and then take action to "plug" them (shut them off). Please allow students to make these choices on their own. Our goal is to have them become aware of their actions and take responsibility for their choices.

Dismissal: After consulting with the school coordinator, the announcer will dismiss the students in a manner according to the wishes of the school. Adults will be dismissed before the students. This will allow them to be at the lodges/meeting areas to receive and supervise the students when they arrive. Gophers remain behind to clean up and are dismissed to the lodge/meeting areas when approved by the gopher supervisor.

Table Clean Up: After announcements and when all other students have been dismissed, student gophers begin clean up of their tables. The announcer will provide a particular sequence for this that allows the kitchen and dish room staff ample time to handle the influx of materials (see gopher supervisor guidelines).

Gophers:

Students are assigned as “gophers” or table monitors who are responsible for the set up, provision and cleanup of their table throughout the meal. The assigned adult “gopher supervisor” must oversee the gophers with table preparations before and after the meal.

	<u>GOPHER ASSIGNMENT</u>	<u>GOPHER SUPERVISOR</u>
<u>Day 1</u>		
Lunch - Person #1 at each table	_____	_____
Supper - Person #2 at each table	_____	_____
<u>Day 2</u>		
Breakfast - Person #3 at each table	_____	_____
Lunch - Person #4 at each table	_____	_____
Supper - Person #5 at each table	_____	_____
<u>Day 3</u>		
Breakfast - Person #6 at each table	_____	_____
Lunch - Person #7 at each table	_____	_____

Table Assignments: Mealtimes provide another opportunity for students to mingle with others than those in their learning groups. Assigned tables with rotating "gopher" duties have been most successful during meals at McKeever. Most districts allow students to sit with friends at the same table each day. Please assign an adult to each table to help monitor student behaviors during meals. Each table can seat a maximum of 8 people with a dining hall capacity of 14 student tables (please confirm these arrangements with a McKeever staff person prior to your arrival). We suggest seating seven students and one adult per table. The McKeever staff sits with students for purposes of program communication.

Table #1

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- Adult _____
- Adult _____

Table #2

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- Adult _____
- Adult _____

Table #3

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
Adult _____
Adult _____

Table #7

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
Adult _____
Adult _____

Table #4

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
Adult _____
Adult _____

Table #8

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
Adult _____
Adult _____

Table #5

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
Adult _____
Adult _____

Table #9

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
Adult _____
Adult _____

Table #6

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
Adult _____
Adult _____

Table #10

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
Adult _____
Adult _____

Table #11

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
Adult _____
Adult _____

Table #13

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
Adult _____
Adult _____

Table #12

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
Adult _____
Adult _____

Table #14

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
Adult _____
Adult _____

Gopher Supervisor Guidelines

Please select one or more of your staff persons to supervise gophers with meal set up and clean up procedures. A McKeever staff person will provide you with copies of the following guidelines upon your arrival:

Guidelines

(Pre Meal)

Gophers should arrive 15 minutes before the assigned meal.

Instruct Gophers to:

1. Remove their hats, wash their hands, locate their table and await further instructions from the gopher supervisor.
2. Locate the sample place setting provided by the kitchen staff on the tray at end of serving counter. Use this as your guide when setting the table; one setting for each chair.
3. Gophers should place all cold food from the serving counter and cart onto their tables.
4. Gophers should travel from left to right along the serving counter when obtaining and returning platters and when placing dishes into the dish room window. Have them be polite to kitchen staff, use please and thank you, and wait their turn in line.
5. The McKeever announcer will alert gophers when they can obtain the hot food for their table.
6. Gophers should sit down once they've finished setting their table.
7. When all the gophers are ready, a McKeever staff member will invite the students who have been waiting outside to be seated in the dining hall. Instruct them to remove their hats, locate their table and wait for announcements before eating.

(During the meal)

1. Only gophers may return to the counter to get seconds. All other students must remain seated. Gophers should count the number of people who want seconds before returning to the counter for more food.
2. Insure that gophers move in an orderly direction from left to right.

(Post Meal)

Once all students, except the gophers, have been dismissed by the announcer:

1. The McKeever announcer will provide the following clean up instructions. This order works best to allow the kitchen and dish room staff ample time to handle the influx of materials:
 1. Serving platters to serving counter & pitchers to rolling cart
 2. Glasses to dish room

3. Silverware to dish room slot
 4. Plates to dish room
 5. Miscellaneous to dish room
 6. Energy watcher buckets, strainers and compost materials to community pails
 7. Garbage to trash can
 8. Wipe tables
 9. Announcer dismisses gophers directly to lodges from compost park
2. Throughout these instructions, supervise the gophers to insure their movement from left to right along the counter and while waiting for their turn at the dish room window. McKeever staff is assigned to monitor the dish room window and the collection of compost materials near the coffeepot area.
 3. Have gophers stand at their table and await the next instructions after they finish each task.
 4. When tables are clear, direct the gophers to the bucket of sponges and have them sponge their tables clean.
 5. The announcer will dismiss the students directly to their lodges.

LEARNING GROUP ASSIGNMENTS

Throughout the Earthkeepers program, the students will be in four or five class-size groups (please consult with a McKeever staff person to determine these numbers), each led by a specially trained leader. Each learning group should be designed with consideration for a balanced ratio of boys to girls, social characteristics, and learning and physical capabilities. Please have your group list made up prior to your arrival at McKeever. The McKeever coordinator may ask you to send or fax (724/376-8235) these prior to your arrival.

SUGGESTIONS FOR EVENING ACTIVITIES

Night Hikes: Try a few of these ideas!

- *Pick out a quiet spot, lay down and observe the night sky.
- *Concentrate on listening to the sounds around you. How many do you hear? Try to imitate the sounds instead of naming them.
- *Walk along a trail in the dark without a light. Use a rope between persons and have the students tug on the rope a bit when a turn is ahead or there is an obstacle in the path.
- *Night Vision - establish night vision by having the students cover one eye and look at a lighted candle with the other. The leader should spend 5-10 minutes talking about night vision in animals and the rods and cones in the eye. After the brief talk, uncover the eye and compare the vision in each eye.
- *Negative Spaces -- Lie down on your back and note the images of trees against the sky. Look at the shapes of the spaces between the branches and the leaves.
- *Pinwheel - similar to negative spaces, participants lay down in a circle with heads in the center. Study the different angles of the trees.

Evening Speakers:

<u>Name</u>	<u>Phone Number</u>	<u>Activity</u>
Bill Stumpf	(814) 827-1909 (H) (814) 827-2717 (W)	Storyteller/Folk Singer
Helen Hammett	(814) 587-3909 (H)	Ventriloquist
Earl Shriver	(724) 869-7502 (H)	Birds of Prey
Bill Belzer	(814) 676-6591 (W)	Turtles of McKeever
Nancy Bires	(724) 376-4275 (H)	Campfire/Singer/ Storytelling
Chuck Tague	(412) 488-8760	Raptors/Wildlife

EARTHKEEPERS COORDINATOR SHEET

SCHOOL _____ DATE: _____

SCHOOL COORDINATOR _____ MELC: _____

#STUDENTS: _____

GRADE _____

TOTAL ADULTS: _____

Teachers _____

Administrators _____

Parents: _____

Nurse: _____

Other: _____

Special needs of students

Severe allergies: _____

Student disabilities: _____

** maximum number of guardians per group is 3, minimum is 2 = ratio is 1 guardian for every 7 students **

LODGES: North: B _____ G _____ West: G _____ South: B _____ G _____

Adults living in West lodge? _____

MEALS: LUNCH: Sack Day 1 _____ Prepared _____ Sack Lunch for STs? _____

TABLES: _____ # adults at each table _____ #students at each table _____

SNACKS _____ day _____ evening where _____

HEAD GOPHER: _____ all meals _____ # of McKeever staff

___ #Learning Groups ___ Map and letter from E.M. ___ Firewood

___ Pouches for students ___ Pouches for guardians ___ Gopher Assignments

___ Pencils for students ___ Pencils for guardians ___ Lodge Assignments

___ Nametags for students ___ # of Y & S Sets

_____ Will students and guardians be wearing nametags and pouches when they arrive?

_____ Are guardians assigned to or rotating with groups?

_____ Did you have a guardian meeting at school?

1st Day _____

2nd Day _____

Time out activity _____

Time out activity _____

K Ceremony activity _____

E Ceremony activity _____

Evening Activity _____

Evening activity _____

CELEBRATION ACTIVITIES

During the evenings of Day 1 and Day 2 of your visit, the students will be involved in key ceremony activities. The days are very busy with the students engaged in lessons gaining knowledge and experience. This excitement culminates at the end of the day in a special ceremony where they secretly receive their K and E keys respectively and learn the meanings of EM for Knowledge and Experience. To keep the intimacy of the ceremony it is important for it to occur with a handful of students from the learning group at one time. The guardians play a key role in the success of this activity. While a small group is out with the trainer receiving their keys, the rest of the students will be left in the care of the guardians in the meeting area. These remaining students will be participating in an activity that the school coordinator has chosen prior to the trip.

McKeever offers the following choices for ceremony activities:

SKITS

Trainer Responsibilities:

The trainer will set up the meeting area with a letter from EM and a "skit box:," in a manner that they feel will allow the activity to flow smoothly. When the students arrive escorted by the guardians they will as a group, under the guidance of the trainer, read the note from EM and discover what is inside the box. The trainer will then divide the learning group up into smaller groups (usually no more than three) who will work together to create a skit dealing with energy flow or cycling materials. The trainer will explain that each student should have an active role in the skit their group creates, props in the skit box may be used to enhance their skit, and they will be performing their skit in front of the rest of the group.

Once the trainer has all the groups on tasks he/she will then turn the activity over to the care of the guardians. The trainer will then begin to take small groups out to receive their keys and discover the meaning of EM for either the K or E key.

After the trainer has taken all the individual groups out to receive their keys they allow time for the performance of each groups skit.

Guardian Responsibilities:

The guardians will escort the students to their meeting area by 7:15 p.m. They will listen with the students the reading of the note from EM and the instructions given by the trainer as to how the students will be divided into small groups. After the trainer has finished giving directions guardians should assist students in their groups helping them generate ideas for appropriate skits. They should make sure all students are actively involved in the creation and performance. Guardians should also encourage students to rehearse their skit so that when it is time for the performance all students are ready and know their roles.

MURALS

Trainer Responsibilities:

Prior to the groups arrival the trainer will make the mural that will be used during the activity. The mural is an enlarged map of the McKeever trails and will contain the learning sites of the particular group that will be using the mural. The trainer will have the mural and a mural box in the meeting area, set up in a manner that will allow the activity to flow smoothly. When the students arrive escorted by the guardians the trainer will explain to the students they will be working on making their mural come alive so that back at school, the other teachers and students can see the sites they explored while at McKeever. The trainer will encourage the students to be creative as possible. After showing the students the contents inside the mural box (scissors, glue, crayons, markers, paper) they will divide the students into smaller groups and designate a certain area of the map for them to work on.

Once students begin to work on the map the trainer will invite one small group at a time to go outside to get natural objects to add to their map. While outside the trainer will give each student their K or E key and lead them to find the secret meaning of EM for Knowledge or Experience depending which night this activity is chosen.

After all groups have received their keys the trainer will allow the groups to finish the mural.

Guardian Responsibilities:

Guardians will escort the students to their meeting area by 7:15 P.M. They will listen to the trainer's instruction of the mural and responsibilities of the students. Once the trainer begins taking small groups outside to receive their keys, the guardians will facilitate the activity. Guardians should encourage students to be creative as possible, taking great care in their work. This activity may take close supervision to keep the students on task.

GAMESHOW

Trainer Responsibilities:

The trainer will have the game show board set up in the meeting area in a manner, which will allow the activity to run smoothly. When the students arrive escorted by the guardians the trainer will explain the rules of the game and inform everyone that one of the guardians will be the host of the game. The trainer will then turn the game over to the game show host.

Once the game is underway the trainer will choose a handful of students to go outside for a tiebreaker question. While outside the students will receive their keys and learn the meaning of EM for Experience.

After all students have received their keys the trainer will end the game according to the time constraints of the activity.

Guardian Responsibilities:

Guardians will escort the students to their meeting areas by 7:15 p.m. Along with the students they will listen to the explanation of the Game show rules. One of the guardians from each learning group will need to fill the role of Game show host. It should be noted that the guardians could take turns with this role. The guardian acting as the Game show host will resolve any answers to questions that maybe contested by students.

Alternative activities:

School groups may choose other ceremony activities that they come up with own their own. If these alternative activities are chosen, the school must supply the needed materials and guardian instruction and guidance for successful participation of the students and smooth operation of the key ceremony. These activities must also fit in the allotted time frame between 7:15 P.M. to 8:25 P.M.

MCKEEVER'S VISITOR'S POLICY (please review)

- For security, the school coordinator must inform any visiting adults prior to visit that they must sign and get a numbered Visitor's badge, which they must wear for the duration of their stay.
- Visitors are to sign in at Discovery Building, and take a numbered badge.
- School coordinator is to obtain contact information, namely, a phone number where visitor can be reached, in case visitor leaves site without signing out.
- Visitors must sign out in Discovery Building, leaving their numbered badge.
- Only if Discovery Building is not open, Visitor can sign in/out at Dining Hall.

Are any visitors or extra adults coming during your visit?

If so, who is coming and when?

Where will they be staying?

Will they be eating in the dining hall?

ADDITIONAL DETAILS

- Plan on moving directly into lodges when you arrive.
- McKeever staff and guardians will be sitting with students during meals
- Maximum of 3 guardians per group, minimum of 2. This constitutes a ratio of 7 students per one guardian.

School phone #

School fax #

Email:

Earthkeepers Coordinator Checklist

- Parent information packet copied and sent home to parents?**
- Earthkeepers Teacher packet given to all homeroom teachers?**
- Students have seen letter and map from E.M.? (two weeks prior to visit)**
- Teachers reviewed vocabulary words with students?**
- Learning group assignments have been made?**
- Lodge assignments have been made? (students and adults)**
- Gopher assignments have been made?**
- Pouches are made? (Preferably not backpacks)**
- Nametags are made?**
- Students have a sharpened pencil?**
- Bedtime and wake up procedures (showers, stories, etc.) determined and assigned?**
- Assigned adult to be Head Gopher?**
- Arrangements have been made with McKeever's food service?**
- Medical arrangements have been made (nurse, health forms, medication, etc.).**
- Guardians have been selected, trained and have Child Abuse Clearance (if school requires)?**
- Insurance Company has been contacted?**
- Transportation to and from McKeever has been made?**
- Parent meeting was held at school prior to McKeever visit?**
- Evening speakers have been contacted?**
- Time out activities have been arranged?**