

### 3 Day Trip Planner

At Emerald Bay we want to make sure we provide you with the best possible experience. To do this, we ask for your help in advance of your arrival. Please complete the following trip planner and sign the statement of understanding before returning it to us by email. We will contact you before your arrival to confirm all the details.

Group Info

School Name:

\_\_\_\_\_

Trip dates:

\_\_\_\_\_

Grade Level:

\_\_\_\_\_

Group Leader:

\_\_\_\_\_

Best time to call:

\_\_\_\_\_

Best phone number: \_\_\_\_\_

# of Students: \_\_\_\_\_

# of girls: \_\_\_\_\_ # of boys: \_\_\_\_\_

# of adults: \_\_\_\_\_

Y or No: male & female adults attending  
(only if students co-ed)

For full course descriptions, please visit our website: [www.emeraldbayoutdooracademy.org](http://www.emeraldbayoutdooracademy.org)

\*\* Indicates a water-based activity

Group A		Group B		Group C		Group D	
<i>Pick 1</i>		<i>Pick 1</i>		<i>Pick 1</i>		<i>Pick 1</i>	
	Ichthyology		Plankton		Island Biogeography		Wildlife Conservation
	Ocean Acidification		Marine Invertebrates		Ornithology**		Water Resource Management
	Kelp Forest Ecology**		Microplastics		Botany		Environmental Stewardship
	Intertidal Zonation		Climate Change		Geology		

Group E		Group F			
<i>Pick 2</i>		<i>Pick 2</i>			
	Astronomy		Orienteering		Hike
	Nocturnal Wildlife		Wilderness Survival		Snorkeling**
	Night Snorkel**		Team Building		Stand Up Paddleboard**
	Campfire & S'mores		Archery		Ocean Kayaking**
	Movie Night				

Other comments or things we should know?

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Statement of Understanding:

Emerald Bay staff will make sure bathrooms and showers are sanitary and stocked, however it is the responsibility of every guest (student and adult) to ensure that their sleeping accommodations remain clean and tidy.

Our instructors will conduct all scheduled sessions, consisting of 4 2-hour long day time sessions and 1 2-hour long evening session per full day. Our staff will provide a nutritious and delicious meal for breakfast, lunch and dinner. Please make sure food allergies or dietary restrictions are listed on the medical sections, so that we can prepare for those needs in advance.

Please note the following responsibilities:

1. Adult chaperones will remain with their assigned student groups for all activities, including snorkeling, kayaking, and stand up paddleboards.
2. Adult chaperones are expected to supervise students during free time, meals, and in between sessions.
3. As the group leader, you are responsible for assigning the students into 8 student cabin groups (girls/boy separate). One boy cabin and one girl cabin will be combined for class sessions, for a maximum of 16 students.
4. Emerald Bay will respect and adopt the school's policy regarding use of electronic device. However, Emerald Bay does not assume responsibility for lost or stolen property.
5. Alcoholic beverages or their consumption are not permitted at any time while staying at Emerald Bay.
6. Adult chaperones are responsible for enforcing lights out and cabin behaviors.
7. Smoking is only permitted in designated areas and only by adult chaperones.
8. Any returned checks at any time, will be assessed a \$30 fee.

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Signature

Date

School