



Dear Volunteer,

Thank you for volunteering for your student's Arlington Echo program on **(Date)**.

You have been chosen to be an **Activity Leader!**

Activity Leaders:

You will be teaching one of the lessons to your student's class!

When activity leaders are not leading an activity, they will be helping with the monitoring of students.

Activity leaders need to arrive at Arlington Echo at **8:30** on the day of your student's program for a training session. There is limited parking at Arlington Echo, so please carpool when possible.

Thank you for volunteering. We are looking forward to this outdoor educational experience!

The Fourth Grade Team



Tips for Teaching in the Outdoors

Instruction



- Make sure the sun is not shining in the eyes of the participants.
- Don't wear sunglasses because they prevent eye contact with participants.
- Don't walk and talk.
- Gather participants in a group to talk to them; don't talk to them while they are stretched out in a line.
- Speak clearly and at an appropriate volume (not too loud; not too soft)
- Don't talk too much; rather, promote an active, hands-on approach.
- Give specific assignments to individuals or groups of students.
- Be open to unexpected opportunities that might come your way, such as a butterfly flying about or a caterpillar crawling past.

Safety

- Establish clear boundaries for students.
- Explain what not to touch (For example, poison ivy).

Chaperone Participation

- Have adults help pass out materials.
- Encourage chaperones to participate when necessary.
- Ask an adult to keep track of time.



Have Fun

- Relax and have fun outdoors. If you're having a good time teaching, the students will have a good time learning.
- Show enthusiasm during the session regardless of the circumstances!

On-Site Guidelines for Safety and Security-Extended Day Program

Teachers' Responsibilities On-Site

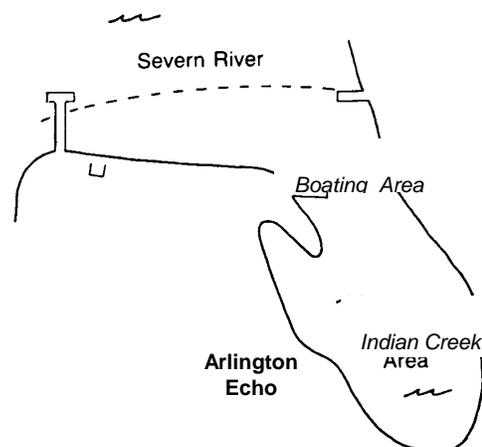
1. Supervise unloading of buses.
2. Attend orientation given by Arlington Echo (AE) staff.
3. Meet with AE liaison to submit list of the students attending the trip with student numbers, Financial Statement and check made out to AACPS. Give Emergency Forms to onsite Health Assistant.
4. Circulate throughout the site to monitor activities and students. Take 50-70 pictures with the camera provided by AE for slideshow.
5. Teach activities if parent volunteers are not available.
6. Store and administer medications as necessary.
7. Before the closing, sign out all students not riding the bus back to school.
8. Inform AE staff of any incidences.

Inclement Weather

1. Under certain weather conditions (for example, severe temperatures, high winds, lightening) instructional activities may be moved to indoor locations at the discretion of the AE staff.
2. Winds in excess of 25 mph will be moved indoors from wooded areas
3. In the event of tornado warnings shelter in place will be enacted. If there is a tornado watch, AE staff will advise the teachers.
4. AE staff will advise teachers in the event of other advancing weather systems.
5. Emergency Warning radios are located in the business and teacher office which are both in the dining hall. These radios are monitored by AE staff during regular staff hours.

Small Craft Safety Guidelines

1. Canoes and rowboats are used for instructional activities under the direct supervision of trained activity leaders.
2. Boats should stay within the designated boating area which is marked by floating buoys.
3. All participants (adults and students) must wear a fastened, appropriately sized personal flotation device (PFD) when in boats or on piers.
4. There should be at least two adults present whenever students are at the waterfront. The adult/student ratio is 2 adults/1-12 students.
5. Boating activities may also be cancelled based on water and air temperatures (combined water and air temperatures must be equal to 100 degrees), and wind speed and direction. Alternative activities would be substituted.



Q3

(School Name) E.S. 4th Grade Outdoor Education Program Trip Arlington Echo Day Activity Schedule

9:50	Welcome from Arlington Echo Staff- Bus / Main Pavilion					
	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
10:00-10:10	Seyvern Science Introduction (Behind the dining hall)		Our Impact Introduction (Flagpole)		Concerning Climate Introduction (Archery Pit)	
10:15-10:50	Canoeing (19)	Seining (20)	Follow the footprints (11)	Sustainable Table (21)	Lots of Watts (3)	Weather Matters (3)
10:55-11:30	Seining (20)	canoeing (19)	Sustainable Table (21)	Follow the footprints (11)	Weather Matters (3)	Lots of Watts (3)
11:35	Debrief (Porch of dining hall)		Debrief (Flagpole)		Debrief (Archery Pit)	
11:50	Hoppers to Dining Hall - All Others to Flagpole					
12:05	Lunch					
12:50-1:00	Concerning Climate Introduction (Archery Pit)		Seyvern Science Introduction (Behind the dining hall)		Our Impact Introduction (Flagpole)	
1:05-1:40	Follow the Footprints (3)	Weather Matters (3)	Canoeing (19)	Seining (20)	Follow the footprints (11)	Sustainable Table (21)
1:45-2:20	Weather Matters (3)	Follow the Footprints (3)	Seining (20)	canoeing (19)	Sustainable Table (21)	Follow the footprints (11)
2:25	Debrief (Archery Pit)		Debrief (Behind dining hall)		Debrief (Flagpole)	
2:40	Snack					
2:55-3:05	Our Impact Introduction (Flagpole)		Concerning Climate Introduction (Archery Pit)		Seyvern Science Introduction (Behind the dining hall)	
3:10-3:45	Follow the footprints (11)	Sustainable Table (21)	Follow the Footprints (3)	Weather Matters (3)	Canoeing (19)	Seining (20)
3:50-4:25	Sustainable Table (21)	Follow the footprints (11)	Weather Matters (3)	Follow the Footprints (3)	Seining (20)	canoeing (19)
4:30	Debrief (Flagpole)		Debrief (Archery Pit)		Debrief (Behind dining hall)	
4:45	Slideshow and All Camp Wrap-up in Great Room					
5:00	Load Buses and Depart for School					

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10:00-10:10	Seyvern Science Introduction (Behind the dining hall)		Our Impact Introduction (Flagpole)		Concerning Climate Introduction (Archery Pit)	
10:15-10:50	Climate Hike (22)	Microorganism Discovery (21)	Follow the footprints (11)	Sustainable Table (21)	Lots of Watts (3)	Weather Matters (3)
10:55-11:30	Microorganism Discovery (21)	Climate Hike (22)	Sustainable Table (21)	Follow the footprints (11)	Weather Matters (3)	Lots of Watts (3)
11:35	Debrief (Porch of dining hall)		Debrief (Flagpole)		Debrief (Archery Pit)	
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Anne Arundel County Public Schools

Volunteer Program

Sexual Harassment and Child Abuse Video Viewing

Once you have viewed the Sexual Harassment and Child Abuse video online, complete this form and return it to the Staff Liaison for Volunteers at your school.

I certify that I have viewed the Sexual Harassment and Child Abuse video in its entirety and I understand the information contained in it.

Name (please print)

Signature

Child's Full Name

Email address/phone number

Date

School