

LOGISTICS

FORMS TO ORGANIZE GROUP LOGISTICS

The following documents are included in the IMPORTANT FORMS section of this Workbook, or will be sent to you as part of the registration process. The information provided to the Olympic Park Institute staff through these forms is vital to creating high-quality educational programs. Your timeliness and attention to detail on these forms is important.

FORM	DATE NEEDED
FINAL NUMBERS VERIFICATION	90 DAYS PRIOR TO THE PROGRAM
PLANNING QUESTIONNAIRE	5 WEEKS PRIOR TO THE PROGRAM
FINAL PAYMENT (BALANCE DUE)	30 DAYS PRIOR
INSTRUCTIONAL GROUP LISTS (WITH MEDICAL AND DIET)	3 WEEKS PRIOR TO THE PROGRAM
CABIN ROSTERS	3 WEEKS PRIOR TO THE PROGRAM
REGISTRATION/ MEDICAL RELEASE FORMS FOR EACH PARTICIPANT	UPON ARRIVAL
STUDENT CONTRACT	UPON ARRIVAL

PLANNING QUESTIONNAIRE - The information that you provide is invaluable in helping our staff prepare for your students. Please take the time to give accurate and detailed information. The PLANNING QUESTIONNAIRE needs to be completed for each visit to the campus, please fill it out as soon as possible, but no later than 5 weeks prior to the program.

REGISTRATION/MEDICAL RELEASE FORM - Photocopy and distribute this to each student *and adult* participant. Essential release information and emergency contact, medical, and dietary information is contained in this form. Make a duplicate set of the REGISTRATION/MEDICAL RELEASE FORMS and give the originals to Olympic Park Institute's Program Manager when you arrive. (STUDENTS AND ADULTS CANNOT PARTICIPATE IN AN Olympic Park Institute PROGRAM WITHOUT THE REQUIRED SIGNATURES ON THIS FORM)

STUDENT CONTRACT – Photocopy and distribute this to each student. This form can be used as a tool in order to encourage a positive learning environment.

MEDICAL ALERTS and DIETARY RESTRICTIONS - When the REGISTRATION FORMS are returned to you, please read through and compile pertinent information onto the INSTRUCTIONAL GROUP LIST forms and send to the Olympic Park Institute's Program Manager three weeks prior to your arrival. This information will be provided to both the Educators and food service staff.



A note regarding dietary accommodations: **Olympic Park Institute** is committed to a healthy menu. The kitchen staff works to provide options that accommodate all participants' needs. Direct all dietary needs to the Program Manager well before start date.

INSTRUCTIONAL GROUPS - Divide your students wisely into groups of between 12 and 15. Assign at least one chaperone (but no more than two) to each group.

CABIN ROSTER - Based upon numbers of students and chaperones, specific cabins are reserved for your group. Please assign students to specific cabins, rooms, and bunks, planning the use of cabin space as efficiently as possible. For safety and supervision, please assign at least one chaperone per cabin and upon arrival have this person complete an Occupant Roster that will hang outside the cabin door. Typically, groups choose to separate the students into cabins by gender. **With smaller groups (under 24 participants), it is often necessary for the school to have a single cabin in which genders are separated by rooms.**

OTHER LOGISTICAL CONSIDERATIONS

Arrival and Departure Times – The majority of Field Science program's at Olympic Park Institute are either three- or five-days long and fall within the typical school week.

- Five-day programs have a Monday arrival between 9:00 a.m. and 3:00 p.m., and Friday departure by 11:30 a.m.
- Three-day programs have either
 - a) Monday arrival between 9:00 a.m. and 3:00 p.m., and Wednesday departure by 11:30 a.m.
 - b) Wednesday arrival between 11:30 a.m. and 3:00 p.m. and Friday departure by 4:00 p.m.

Evening arrival option – For an additional fee, groups attending may opt to arrive between 3:00 p.m. and 7:00 p.m. the day before their program starts, if space is available. Groups that exercise this option will receive hot dinner, an additional evening program, breakfast, lunch, and a full day of activities on the following day. Evening arrival groups will not receive any field instruction on their arrival day.

Morning departure option – For an additional fee, groups attending an overnight program may opt to depart immediately after breakfast on the day after their program concludes, if space is available. Groups that exercise this option will receive lodging, a hot dinner, an additional evening program, breakfast, and group lunch to go. Morning departure groups will not receive any field instruction on their actual departure day.

If your program is not three- or five-days long, and/or if it occurs on the weekend, please contact the Program Director about arrival and departure options.

Cabins – Our field science programs utilize various lodgings at Olympic Park Institute. Most groups are housed in our group cabin area in buildings that sleep between 24-36 individuals (each cabin has four-six rooms that sleep up to six). Showers and bathroom facilities are adjacent to these cabins in our modern bathhouse. Groups also may use our renovated historic cabins which have an attached bathroom and sleep between 4 and 7 individuals. Often, teachers choose to have chaperones stay with the students in the cabins and use historic cabins as teacher space.

Meals – Dining at Olympic Park Institute is always a pleasurable experience. The views of Lake Crescent and Pyramid Peak are exceeded only by the delicious and hearty meals. Fresh, local produce is used whenever possible. Vegetarian meals and other special dietary requirements are easily accommodated. During Field Science programs, there are often two meal shifts for breakfast and dinner. The Program Manager will discuss with you which meal shift you will attend. Lunches are eaten in the field, with each student carrying a portion of the groups' lunch in their day pack.

Final Lunch – Groups that leave Olympic Park Institute in the morning, will be given a boxed lunch which they can bring with them following their program. Often groups choose to eat their lunches here on campus immediately following their program. If you would like your group to eat on campus, please relay this information to the Program Manager, so an eating site can be arranged that will not interfere with groups that are arriving or that are still in session.

The North Olympic Peninsula also offers numerous spectacular lunch sites that are within a one hour of drive from Olympic Park Institute. These include: Tongue Point (tide pools), Dungeness Spit (sandy beaches), and Hurricane Ridge (alpine vistas). There are also many sites on the east and west side of the Hood Canal including the one on the ferry. Olympic Park Institute will happily give directions to these and other potential lunch sites.