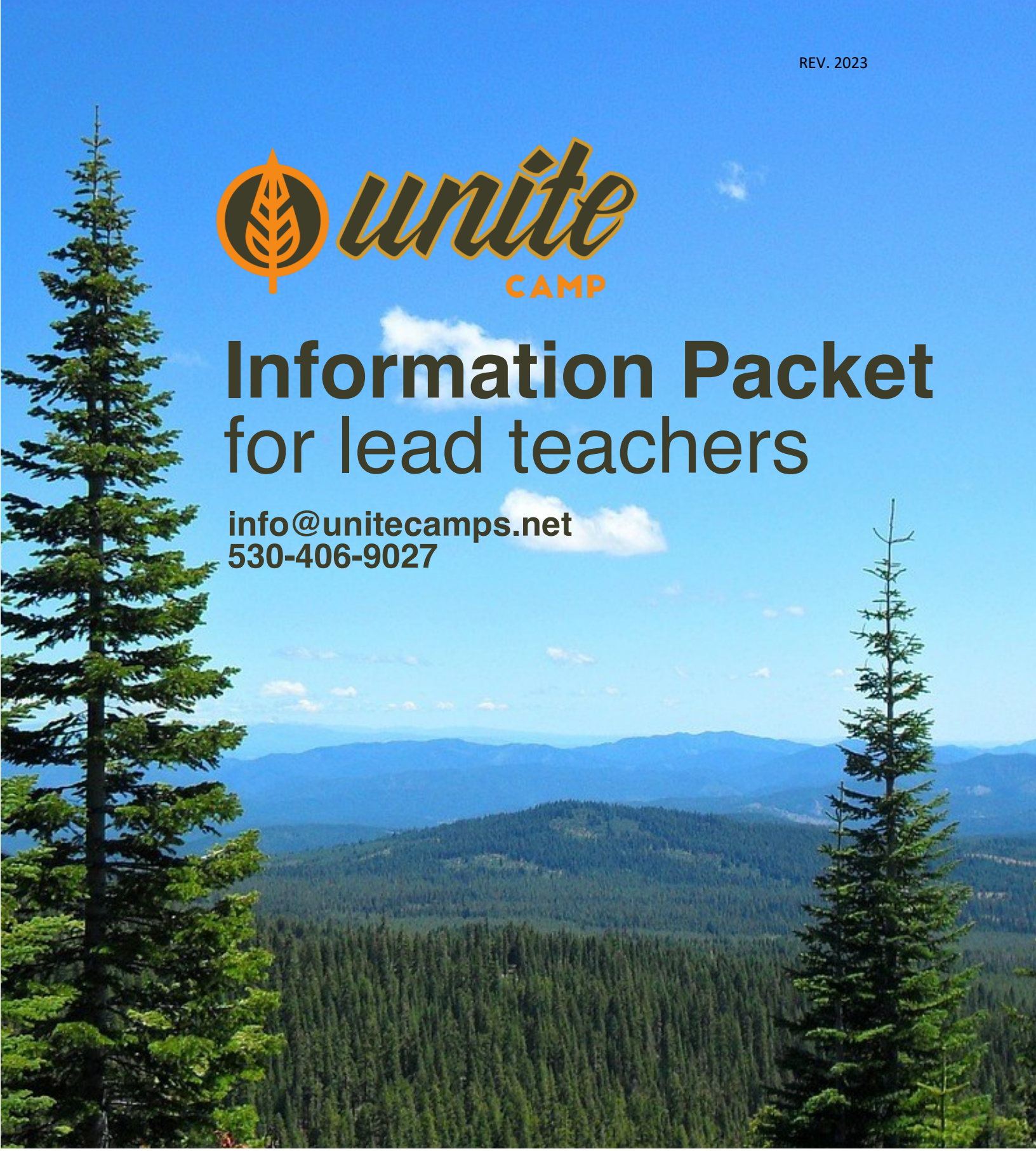
REV. 2023



unite CAMP

# Information Packet
## for lead teachers

info@unitecamps.net
530-406-9027

LITHIA CHEVROLET OF REDDING

Eocene℠ Environmental Group WEST

Edward Jones® MAKING SENSE OF INVESTING



# LEAD TEACHER INFORMATION

## REGISTRATION CHECKLIST

- ☐ Submit reservation form and secure your dates.
- ☐ Review Memorandum of Understanding.
- ☐ Make 25% deposit 2 months prior to session date.
- ☐ Submit housing spreadsheet.
- ☐ Send Parent Registration Information sheet home. (supplied)
- ☐ Month Prior to Program: Contact the office regarding arrival day and departure day hike detail.
- ☐ 2 weeks prior to arrival: confirm camp roster and cabin groups.

**Departure Day:**

Conduct a pre-trip health screening using the suggested form.

Collect all medications and confirm health forms are complete.

## LEAD TEACHER'S ROLE

The lead teacher is responsible for leading communications and trip planning with Unite, as well as organizing all teachers, parent volunteers, and students for the program. Organizing an outdoor education program of this magnitude is not an easy task, so please contact us if you have any questions.

## PRE-TRIP PREPARATION

Please download and print the parent packet and send them home with your students. We would like the packet returned as soon as possible. Forms are due 45 days prior to your camp session. Health forms are to be brought to camp on arrival day with any medications.

## CAMPER JOURNAL

Unite will provide a camper journal to each student upon arrival. You may download a copy of the journal to view and help prepare your class for their camp session. Thanks to a partnership with Dignity Health, campers will be provided a drawstring daypack, pen, water bottle and camp photo.

**All forms and documents can be found at**

**unitecamps.net/forms**



# ARRIVING AND DEPARTING

## ARRIVAL

Unite staff will greet your group upon arrival. The plan is to move campers to the meeting hall and conduct an orientation. Campers will be introduced to their cabin leaders and leave by cabin groups to move into cabins.

## SAFTEY

Unite has a safety plan in place for emergency situations such as fire, missing campers, medical or weather related emergencies. These plans are found in the Cabin Leader handbook and will be covered during orientation. All Cabin Leaders will be given training in the principles of first aid. Unite staff have first aid training including CPR. A nurse will be on duty during the day and all medications will be controlled and distributed under their supervision.

Teachers play a key role in the safety of each camper. Unite will rely on the experience and knowledge that Teachers have of their students. Students remain under the administrative control of school staff and teachers while at Unite Camp.

## PARENT PACKET

Before you distribute the Parent Packet, fill in the camp session date and **assign a deadline** for parents to return the packet. Unite would like to have the housing sheet and packet sent to our office 30 –45 days before your camp session. **Be sure to hold the health forms and organize them for departure day screening.** Bring them with you on arrival day.

**! Students who do not arrive with a completed and signed Student Medical/Liability Form will not be permitted to attend camp and will be sent home.**

## TEACHER HOUSING

Teachers will be housed in guest rooms. Bedding is provided.

## DORM CLEAN-UP AND DEPARTURE

Cabin Leaders are asked to supervise clean-up of dorms/cabins before breakfast on departure day. Packing takes a long time and needs to be finished before much cleaning can be done. Emphasize packing and showering the night before departure. Assistance in helping this process move along quickly is appreciated.

We will provide a list of cleaning tasks (simple as picking up trash and wiping down surfaces) and encourage groups to start the cleaning process the night before departure. Just prior to the group's departure, Unite staff will make a final "walk through" in the dorms/cabins. The school or organization, participant or minors' parents will be held responsible for any damages incurred to the facilities.

Please report any damages or graffiti to Unite staff immediately so the problem can be corrected. Before departure cabin leaders and school staff should do a careful final sweep of the dorms to look for personal belongings that may have been left behind.

# CABIN GROUPS AND HOUSING

The arrangement of the cabin groups is a crucial factor in the students' experience. Your students will spend most of their time in these cabin groups and they will form the field study groups as well.

Our office will share a google sheet with you to assign your students into cabin groups. If you are providing cabin leaders, then you may also assign the cabin leader to each group.

## ARRANGING CABIN/FIELD GROUPS

Please carefully consider the following factors when determining cabin/field groups in order to nurture successful group dynamics.

Create groups with approximately equal numbers of students in each group.

Mix students into groups with students they do not know very well. This will present an opportunity to develop teamwork and inclusive behavior skills.

Utilize your knowledge of the students to make for the best mix of campers in each group.

**We request that you do not put parent volunteers in cabin/field groups with their own children.** While we value the time parents take away from home to spend at camp, this experience is an opportunity for students to learn and grow away from their traditional parent environment. We recommend exceptions to this only in the instance where a student requires special accommodations or support.

Please let us know prior to your arrival if your group includes students with special needs.

## HOUSING ASSIGNMENTS

The housing google sheet will lay out the available cabins or dorms for the camp property you will be using. Our office will help make sure everyone is housed once the initial names are in the sheet.

Male and female students must always be housed in separate rooms.

If you have questions about cabins or housing please contact our office at info@unitecamps.net.

## TEAM SPIRIT

Cabin groups will compete in friendly competition. Each cabin will decorate a cabin flag and create a cabin cheer. Students will be encouraged to participate in all activities.



# CABIN LEADERS & VOLUNTEERS

Cabin Leaders and Teachers play a key role in the success of the camp program. Cabin Leaders are primarily responsible for the health and safety of their cabin group. Teachers retain administrative control of students while at camp. Therefore, the teachers enforce all of the policies and procedures from their school while visiting the Outdoor Program. Unite will assist with discipline following the Unite Camp discipline policy.

Each school will choose to either provide Cabin Leaders or have Unite recruit qualified high school leadership students to serve as cabin leaders.

In either case, or in cases where both are present, the expectation for this role is the same.

Cabin Leaders over 18 must pass a background check provided by the school. In addition, they must complete the Unite Adult Waiver and the Unite Disclosure Form available for download on the Unite website.

Cabin Leaders must be able to serve the entire session of camp.

Schools are asked to carefully vet all adults volunteering to be cabin leaders. They should be physically able to hike and participate in all activities. They should be of personality to handle the age group and dynamic of being with students for three days.

On arrival day, campers will have orientation while Cabin Leaders attend training.

Cabin Leaders must read the handbook and agree to the job description prior to attending camp.

Volunteers should be aware of the rigorous schedule and lack of free time involved in being a Cabin Leader.

Camp is a smoke free environment.

**CABIN LEADER RESPONSIBILITIES**

Serve as a role model for students and demonstrate the importance of leadership and respect.

Enthusiastically participate in and model a positive attitude during all activities.

Assist with all field studies.

Supervise cabin behavior and monitor cabin group.

Make sure campers are on time to all activities.

Communicate all health and discipline issues with Unite staff and teachers.

Create community within your cabin & encourage participation in all activities.

Eat with your cabin and supervise meal behavior.

Monitor any special health needs of students in your cabin.

Encourage proper hygiene during camp. Washing before meals, brushing teeth and taking showers before bedtime.



# ARRIVAL AND DEPARTURE HIKES



Arrival and departure day hikes are available by arrangement. Unite field guides will meet your group at the hike destination. Due to scheduling, **arrival day hikes must include all schools attending the session.** **Departure day** hikes may be scheduled independent of other schools attending in the same session.

Each hike is designed to enhance the overall camp experience and allow students to explore the Lassen area. Departure day hikes will include a sack lunch. Arrival day hikes will plan to arrive at camp in time to eat lunch on site.

**HIKE DESTINATIONS**

**Geology Hike**

**Spatter Cone Nature Trail**

**1.5 mile moderate hike out and back featuring the Hat Creek lava flow. View cinder cones, spatter cones, lava tubes and various plant life.**

**Subway Caves**

**1/3 mile light hike out and back. Explore the underground world through a lava tube.**

**TRAVEL TIMES FOR HIKES**

- ⇒ Redding to Spatter Cone 1 hour
- ⇒ Camp to Spatter Cone 25 min
- ⇒ Spatter Cone to Subway Caves 6 min
- ⇒ Subway Caves to Redding 1 hour 10 min

**HIKE TIMES**

Spatter Cone Hike allow **one hour for hike only and two hours for field guided learning session.**

Subway caves hike allow **30 min.**

unite ENVIRONMENTAL CAMP

# FACILITY FAQ

UNITING STUDENTS, TEACHERS AND COMMUNITY THROUGH SHARED OUTDOOR EXPERIENCES

## ELEVATE CAMPS

8071 Mineral Road, Shingletown, CA 96088

The camp can host 150 in cold weather and up to 400 in warm weather. Unite camps plans to keep camps around 150 but if a school is attempting to make up lost camp sessions with higher grades we will accommodate more to allow a school to bring all students in one session.

