Chaperone Trip Handbook

1. Responsibilities: Support positive environment with kids, trip objectives and goals, and other chaperones.
2. Weather: This is very changeable, be ready for anything. Special attention is given to severe weather, mostly thunderstorms and high winds for this time of year. Getting off the water among natural protection is standard procedure.
3. Emergencies: Adult chaperones will be able to communicate by cell phone. Chaperones will have a cell phone # list. We have sufficient chaperone coverage to evacuate anyone should we need to. All emergency services are located in the village of Saranac Lake (15 minutes from boat ramp).
4. Leaving school: Group gear will be sorted by campsite and individual gear labeled, before we load cars.
5. Put-in:
	1. Gather for announcements.
	2. Organize gear/students/chaperones/canoes by campsite groups.
	3. Get on the water by group and hold until all canoes are in. Set off.
6. Setting up camp
	1. Groups arrive at site and set up tents, and tarps (tarp first if bad weather).
	2. Set up kitchen (food, cook-set and stove)
	3. Set up personal gear, then gather.
7. Cooking: Washing dishes: Use lake water, pack all food scraps in garbage bag to bring out, and spread rinse water in woods.
8. Food: All food should be kept in 5-gallon bucket when not being used.
9. Water: Lake water is not potable (drinkable) unless treated (boiled or filtered). You CAN use it to wash dishes, and PLEASE DO. We have ten gallons of water per group in with us. This should be enough. Please conserve water, do not let the kids waste it or drink more than their share. If we need to, we will boil some the night before we need it. Please keep track to we can be prepared if the need arises.
10. Waste:
	1. Human: There are outhouses at each campsite.
	2. Food: All leftover food MUST be carried out (not put into outhouses).
11. Noise: We have the whole island to ourselves, but, sound carries very well over water and we need to keep the noise down, especially at night.
12. Bedtime: Lights out and quiet (whisper) by ?:30pm
13. Swimming
	1. One dedicated lifeguard (chaperone) per 6 students.
	2. Swimming buddies (2-3), “buddy check” regularly (every 15 minutes).
	3. Within 100 feet of site
14. Misc. Canoeing
	1. Within 100 yards of site, chaperone in a boat, must have lifejackets.
	2. Longer; only with approval of Trevor or Tracey.
15. Day trips: It is important that all students go on a day trip and that day trip go out for the entire day. Not returning before 4pm.
16. Break-camp:
	1. Pack personal and group gear.
	2. Pick up all garbage and douse any fires.
	3. Leave gear and canoes at site and gather at point for announcements and return plan.
	4. Get in boats and hold in bay until all boats are on the water. Set off.
17. Take-out
	1. Gather group gear, personal gear, and canoes in separate spots in prep for loading.
	2. Load cars and trailers.
	3. Closing announcements
	4. Set off for lunch spot.
18. Back at school: Unload Gear and sort. Hurray!