



SEA TO SKY

Outdoor School for Sustainability Education Inc.
Sunshine Coast, British Columbia, Canada

Important Paperwork for S2S

Providing Sea to Sky Outdoor School with what we need



In order for Sea to Sky to prepare for and organize the best possible outdoor school experience with your group, and with safety as a priority, we need the following information **two months in advance of the program:**

- ✓ **Personal Profiles & Consent Forms** – completed for each participant (students and adults). Please photocopy back-to-back and put in alphabetical order to make it easier at our end. The Personal Profiles will provide you with most of the information you need for the KEY INFORMATION SHEET outlined below. **Note:** 2017 versions are on the Sea to Sky website under **Teacher's Guide**.
- ✓ **Student Group Lists** – email electronic versions of both lists
 1. Cabin Groups: 11 students per cabin (Elphinstone), 15 students per cabin (Fircom) +1 adult per cabin (use first and last names); Adult chaperone in bold at bottom of each list.
 2. Adventure Groups: 12-16 students per group with gender balance + 1 adult minimum per group (use first and last names); Adult chaperone in bold at bottom of each list.

These lists can of course, be updated and revised as we get closer to the program date. However, a first pass of these lists now will identify key items for your 'to do' list and will confirm the number of small groups (clans) and the cabins / lodges we will need for your group.
- ✓ **KEY INFORMATION SHEET:** This is an essential overview of your group (including adults) with all relevant medical conditions, food allergies and restrictions, non-swimmers, tetanus info and those with mobility issues (as it will be a very active program). It also solicits information regarding ferry sailings on the first and last day of the program or if water taxis are being used (Camp Fircom), when your preferred pick-up time (first day) and drop off time (last day) would be in Horseshoe Bay. **Remember:** First and last names please!

Please complete the above, scan if necessary and return by email two months before program dates. Changes will inevitably occur with this key information sheet but it is important that we have a draft document well in advance for our own preparation. **Revisions** to this sheet can be emailed to us closer to the beginning of the program.

- ✓ **Please mail all Personal Profiles/Consent Forms to:**
Sea To Sky Outdoor School, PO Box 1792, Gibsons B.C. V0N 1V0

All these forms are available online @ www.seatosky.bc.ca under Teacher's Guide as well as 2017 versions of the **Packing List** (what do I need to bring to Outdoor School?) and the **HEAT ROOM packing protocol** for groups attending Sea to Sky Elphinstone.