Trees For Tomorrow Planning Guide
K-12 Schools: Multi-day Courses

All forms/documents are available via email: ctodea@treesfortomorrow.com

____ Complete a **Workshop Planning Questionnaire** and submit it to Cheryl Todea, Operations Manager OR e-mail or call to confirm details of your workshop. Confirmation Contract will be created based on this initial information.

____ Begin **fundraising activities**, if needed. Contact Cheryl if you need assistance.

____ Return a **signed copy of your Contract** for Services to Cheryl Todea, Operations Manager at least 4 months prior. *Please note, until we have a signed contract on file, we cannot guarantee accommodations or program availability.*

____ Arrange transportation to and from Trees For Tomorrow. Confirm if bus driver needs lodging in Eagle River (at local hotel or on campus at Trees For Tomorrow) and providing transportation to and from field sites. Bus drivers staying on campus will be required to complete a **Participant Information and Release form**.

____ Select students and chaperones. Please note WI Department of Health Services and TFT requires at least **1 adult chaperone for every 10 students**.

____ Send home with each participant a **Student Packet**. This packet includes Information for Parents/Legal Guardians, Student Expectations, Participant Information form and Permission/Release form. The Participant Information form and Permission/Release form must be completed and signed prior to your arrival.

____ Give all chaperones a **Chaperone Packet**. This packet includes Chaperone Information, Chaperone Expectations, Participant Information form, and a Release form. All adult chaperones are required to complete the Participant Information form and Release form and will not be allowed to register without the completed, signed forms on file.

____ Work with Trees For Tomorrow’s School Program Coordinator on specific content and standards to be covered to guide program focus. **Finalize schedule details** at least 6-8 weeks prior to scheduled workshop.

____ Arrange for **50% of total workshop fee** to be paid as a **deposit** to Trees For Tomorrow 30 days prior to start of workshop.

____ Submit a **Roster Form** (or submit a copy of your own form) with full names, special needs, and dietary requests/food allergies at least 2 weeks prior to workshop. Submit updated roster upon arrival.

____ Look at confirmation contract to confirm which dorms you are assigned to. Contact Cheryl with any specific requests for lodging accommodations. Assign students to dorm rooms if you choose to do so. **Tamarack Dorm, Spruce Dorm, Pine Dorm, Hemlock Dorm.**

**Note:** 50% of total workshop fees due 30 days prior to the start of your workshop. A final workshop invoice for remaining balance will be e-mailed to you within 5 business days of your completed workshop.

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**Trees For Tomorrow Contacts:**

**For dates, fees, contract, and invoices**
Cheryl Todea, Operations Manager
CTodea@treesfortomorrow.com
Phone: 715-479-6456 x228
Fax: 715-479-2318

**For learning goals and detailed schedule**
Danielle Christensen, School Program Coordinator
Danielle@treesfortomorrow.com
Phone: 715-479-6456 x232
Fax: 715-479-2318
TREES FOR TOMORROW
Medications and Health Records

Chaperones:

1. Collect all prescription and non-prescription medications from all students. Note, students may keep in their possession inhalers, epi-pens, insulin, birth control (if already self-administering) and other substances for the treatment of medical emergencies.

2. **Locked at all times in your room.** Note, our containers also have a small first aid kit. An additional first kit can be found in your dorm. A lockable refrigerator is available in your dorm lounge for medications requiring refrigeration.

3. **Complete attached Medical Log as you are distributing medications.**

4. Submit completed log to a TFT educator prior to departure. Please do not remove pages from medical log. Let us know if you need copies for your files.

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Wisconsin Department of Health Services
DHS 175.19 Recreational and Educational Camps

(6) **MEDICATIONS.**

(a) All medications brought to camp by a camper or staff member shall be in containers that are clearly labeled to include the name of the camper or staff member, the name of the medication, the dosage, the frequency of administration and the route of administration. All medication prescribed by a physician shall, in addition, be labeled to include the name of the prescribing physician, the prescription number, date prescribed, possible adverse reactions, the specific conditions when contact should be made with the physician and other special instructions as needed.

(b) Except as allowed in par. (c), all medication brought to camp by a camper or staff member under 18 years of age shall be kept in a locked unit and shall be administered by health services staff qualified under sub. (5) (b), except that bee sting medication, inhalers, an insulin syringe or other medication or device used in the event of life-threatening situations may be carried by a camper or staff member. Each camper or staff member 18 years of age or older may take responsibility for the security of his or her personal medication.

(c) When a camp's facilities are used for a program of 3 nights or less, an adult leader of the group shall keep all medications brought to camp by a camper or staff member under 18 years of age in a locked unit. The adult leader shall be responsible for the administration of the medications.

(7) **HEALTH AND TREATMENT RECORDS.**

(a) A camp’s health supervisor shall keep available the health history required under sub. (2) for each camper and staff member.

(b) When a medication is administered, or treatment provided to a camper or staff member, health services staff shall make a record of the action in a bound book with pre-printed page numbers, indicating the following information: name of the person receiving the medication or treatment; ailment; name of the medication or treatment; quantity given; date and time administered; by whom administered; and comments.

(c) The camp shall retain health history and treatment records for at least 2 years.

(d) The camp operator shall maintain camper and staff health history and treatment records, except that an organized group using a camp’s facilities for fewer than 3 nights when no camp staff are present may maintain its health histories and treatment records. Health history and treatment records shall be accessible, upon request, to the camp operator and public health officials.
Smoking and Tobacco Use

Smoking and tobacco use is prohibited in all campus buildings and in TFT vehicles. All smoking and tobacco use by guests and employees should occur out of sight of all minors on campus. Designated smoking areas can be found behind the dining hall, on the west side of Balsam Dorm, by the bus parking, behind the education hall, and on the Forest and Wildlife Trails.

Trees For Tomorrow Natural Resource Specialty School
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Trees For Tomorrow’s campus includes National Forest property under permit from the USDA Forest Service. “Trees” is an Equal Opportunity Provider.