Trees For Tomorrow
Chaperone Information

We are glad that you are coming to Trees For Tomorrow Natural Resource Specialty School. We could not offer our programs to students without adult chaperones. Thank you!

In operation since 1944, Trees For Tomorrow’s (TFT) goal is to provide the highest quality natural resource education for everyone who participates. We approach resource management through field experiences and studies focusing on interrelationships among humans, wildlife, plants, and water. At Trees For Tomorrow, you and your students will find interesting classes, new friends, and excellent meals.

Chaperones, please
- Review the Chaperone Information.
- Review the attached Chaperone Expectations.
- Complete the Participant Information form.
- Complete and sign the Release form.
- Return the completed Participant Information form and Release form to the coordinator for your group prior to your field experience.

Our Instructors
Trees For Tomorrow has a full staff of professional environmental science educators. They will be the teachers and guides while you are visiting.

Arrival
Upon arrival, you and your students will be directed to a comfortable, clean, heated dormitory. Group coordinators are responsible for pre-assigning participants to dorm rooms. Typically, chaperones are assigned their own rooms. All guests are responsible for leaving the room in the same clean condition they found it.

Participant Information and Release forms
State law and Trees For Tomorrow require that adults and students attending Trees For Tomorrow have a signed and completed Participant Information form and Release form submitted when they arrive. Parents or legal guardians are responsible for signing and completing student forms.

Special Dietary Needs
Please indicate on the Participant Information form if you have any special dietary needs, such as food allergies, so we can plan accordingly. Coordinators will report all dietary needs and food allergies on the group roster that is submitted at least two weeks prior to your visit.

Vandalism, Drugs and Alcohol
Taking part in vandalism, possessing drugs or other illegal substances, and other serious disciplinary problems are cause for sending participants home immediately at their own expense. All illegal activities will be reported to local authorities. Trees For Tomorrow’s campus is across the street from the Eagle River Police Department and around the corner from the Vilas County Sheriff’s Department. Damage to the facilities and/or equipment will be billed to the participants who caused the damage. Alcohol consumption is strictly prohibited during all school field experiences. Adults may use tobacco products on campus but should only occur in designated smoking areas.

In Case of an Emergency
In the event there is an illness or injury while at Trees For Tomorrow, our staff are all trained in First Aid and CPR, and there is a hospital with a local physician within five minutes of campus. Parents or legal guardians will be billed for any student medical expenses, and adult chaperones are responsible for their own medical expenses. If parents need to reach their child at Trees For Tomorrow, they may call the main office Monday-Friday 8:30am-4 pm: 715-479-6456. There may be times the phone is not answered so messages may be left.
**What to Bring**
- Hiking boots or sturdy shoes suited for going off-trail (*no open-toed shoes*)
- Extra pair of closed-toed shoes
- Long pants (*heavy pants in fall/winter*)
- At least four pairs of socks (*heavy wool socks for winter*)
- Notebook and a pen or pencil
- Water bottle
- Rain jacket
- Sweaters and/or sweatshirts
- Warm jacket and/or a windbreaker
- Warm winter clothing including wool socks, long underwear, snow pants, winter coat, water-proof and warm boots, scarf, hat, and warm mittens or gloves (*from late October through April*)
- Pajamas
- Sleeping bag or twin size sheets and blanket
- Pillow and pillowcase
- Towels and wash cloths
- Soap and shampoo
- Toothbrush and toothpaste
- Prescription medicine in original container with instructions (*must be handed in to group coordinator prior to arrival*)
- Completed & signed Trees For Tomorrow Participant Information form and Permission/Release form.

**Optional**
- Small backpack for hiking
- Rain pants
- Alarm clock and/or watch
- Waterproof rain boots (*for water classes*)
- Camera
- Sunglasses
- Sunscreen
- Bug Spray
- Reading material

**Available at The Tree Trunk Gift Shop**
- Snacks
- Reusable water bottles
- Trees For Tomorrow t-shirts, sweatshirts, mugs, pins and other souvenirs
- Field guides
- Warm socks
- Note: Most clothing items are between $20-$40 each. Souvenirs range from $10-$20 each.

**What NOT to Bring**
- Pocket or hunting knives
- Firearms
- Fireworks
- Radios or CD players, televisions, speakers, or any other electronic entertainment devices (*unless approved by your group coordinator*)
- Cell phones to class (*unless approved by your group coordinator for taking pictures*)
- Drugs (*other than prescription*)
- Alcohol

**Clothing Suggestions**
- Plan to dress in loose layers. Loose clothing allows easier movement and greater warmth.
- Wool and polar fleece are preferable to cotton because they stay warm, even when wet.
- A warm hat and scarf are essential in cold months.
- Mittens are generally warmer than gloves.
- Glove liners and non-insulated gloves will not keep your hands sufficiently warm in 32 degrees or below temperatures!
Dear Chaperones,

Thank you for taking the role of a chaperone at Trees For Tomorrow (TFT) for your group’s natural resources education experience. We are confident you will have a great time while at Trees For Tomorrow. Your role as a chaperone is essential in providing a positive and safe learning and social experience for your group.

All chaperones are asked to review the below expectations and complete the Participant Information form and complete and sign the Release form (for overnight groups). The coordinator for your group will turn these signed and completed forms in to Trees For Tomorrow staff prior to or upon your group’s arrival at Trees For Tomorrow.

As a chaperone, please

- Assist coordinating teacher(s) with general discipline and group control.
- **Stay with the group** you have been assigned to and keep the group together and academically on task at all times. You will be working with groups inside and outdoors in a variety of field sites (both on and off trail) and in a variety of weather conditions.
- **Become involved** in class and student activities! This can be a great opportunity to get to know your children and students in a less formal atmosphere.
- All TFT classes – indoors and outdoors – are cell phone free zones. Please turn off all cell phones & other electronics during class time (unless an emergency or taking pictures).
- **A copy of your schedule** will be provided to you at check-in. Please keep this with you at all times. Check in with the coordinating teacher or TFT staff if you have questions.
- **Introduce yourself** to all students and chaperones. Use student names as much as possible.
- Show, by example, respect for students, other chaperones, TFT staff, TFT visitors, facilities, and the natural environment.
- Review and understand student behavior expectations set by Trees For Tomorrow and the school or coordinating organization.
- If the group visits the gift shop, ensure that no more than 10 students are in store at once and there is at least 1 adult in the store and 1 adult at the door.
- During meal times, be sure all students eat a well-balanced, clean up their dishes, and compost appropriately (when season allows).
- **Stay on campus** at all times unless visiting field sites during TFT programs (with TFT staff) or extenuating circumstances such as medical emergencies.
### PARTICIPANT INFORMATION

**ADULT**

#### ADULT INFORMATION

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**Prescription medication(s) taken:** *(Need to be in original container and labeled with participant’s name, doctor’s name, medication name, dosage, prescription number, date prescribed, and instructions. All adult medications shall be inaccessible to students and administered according to your school policy.)*

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<th>Food allergies and/or special dietary needs</th>
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<th>Other allergies and/or special medical conditions we should know about</th>
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#### EMERGENCY CONTACT

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___ I do not wish to receive information about Trees For Tomorrow

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Trees For Tomorrow Natural Resource Specialty School
P.O. Box 609, 519 Sheridan Street East, Eagle River, WI 54521
TFT.info@treesfortomorrow.com ~ TreesForTomorrow.com ~ 715-479-6456

*See reverse side for Release form*
ADULT RELEASE FORM

Please read carefully as this is a legally-binding release of liability.

All adult participants:

By signing below, I agree to the following:

• I have read the attached chaperone expectations and agree to fulfill them to the best of my ability.

• I acknowledge that the information on the Participant Information form, including my medical conditions and allergies, is complete and correct to the best of my knowledge.

• I authorize TFT medical staff to provide medical treatment, if needed, and to call for advanced medical care or to transport me to a medical facility or hospital if, in the opinion of such personnel, I need medical attention. I understand I will be billed for any medical charges if I do not have health insurance.

• I agree to hold harmless and indemnify Trees For Tomorrow, their officers, employees, and agents from any and all liability, loss, damages, costs, or expenses which are sustained, incurred, or required arising out of the actions of my participation in the course of the Trees For Tomorrow experience.

• I also understand that upon check-out, any damages to Trees For Tomorrow property or any housekeeping services required beyond normal day-to-day use caused by me, will be billed to me.

Yes_____ No____ I authorize Trees For Tomorrow and/or local authorities to search my room and belongings if there is reasonable suspicion that I violated school policy or local, state, or federal laws.

Yes_____ No____ I give Trees For Tomorrow permission to use photos, audio, and/or videos of me at Trees For Tomorrow in any and all of its publications and for marketing purposes, including web-based publications, radio or broadcast, without payment or other consideration.

____________________________________  _____________  ___________________  ________________
Signature  Print Name  Date

________________________________________________    _____________________
Group Chaperoning  Dates of workshop

NOTE: Failure to sign this form will prohibit you from participating in all Trees For Tomorrow activities. All medical information is kept confidential and all medical forms are kept for a period of five years. You are invited to request more information about Trees For Tomorrow programs, facilities, and policies at any time.