



TWIN ROCKS FRIENDS CAMP
OUTDOOR EDUCATION'S
PARTNERSHIP PLANNING GUIDE

PARTNERING with PACIFIC NORTHWEST SCHOOLS
to DEVELOP and FACILITATE OUTDOOR EDUCATION PROGRAMS



2016-2017

Dear Teachers,

We in the Twin Rocks Outdoor Education department are incredibly excited to partner with you as you prepare for your upcoming Outdoor School experience. Twin Rocks Friends Camp has been working with schools across the Pacific Northwest to provide high quality, fun, educational Outdoor School programs for years. This handbook has been compiled for you and is based on years of programming experience in Outdoor Education. You will find pages filled with resources and information to help make planning an Outdoor School program at Twin Rocks Friends Camp an easy and successful process for you.

In addition to this document, our Outdoor Education staff are available to assist in any stage of planning, from scheduling educational classes, to finding fun free time activities to fill the day, and everything in between. Please feel free to contact us at outdoorschool@twinrocks.org or 503.355.2284 with any questions.

Sincerely,

TRFC Outdoor Education team,

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TWIN ROCKS FRIENDS CAMP AND CONFERENCE CENTER

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CREATING YOUR OUTDOOR SCHOOL

Each outdoor school is its own unique program. While there are common components that run through a majority of the Outdoor School programs that take place at Twin Rocks, schools have the freedom and flexibility to build a program that suits their needs and requirements. Twin Rocks' Outdoor Education team will work with school staff to develop a program that will provide students, staff, and chaperones with an experience that is uniquely their own. Below is a general timeline for the Outdoor School planning process; these steps—along with advanced communication and planning—will contribute to a successful Outdoor School experience from start to finish.



BUILDING YOUR STAFF (p. 4-5)

Twin Rocks offers a small team of Outdoor Education staff to assist with teaching specialized classes, during the program. Schools are asked to provide additional class teachers, chaperones, and nursing staff.

Volunteers should be finalized at least 6-8 weeks prior to the program.



BUILDING A SCHEDULE (p. 6-13)

There are a lot of components that go into an Outdoor School, these pages will provide you with information on how to bring it all together. Please note, several of the activities and classes require 4-6 weeks advanced notice in order to schedule staff and ensure adequate materials are available.

The schedule should be finalized 4-6 weeks prior to the program.



TYING IT ALL TOGETHER: ADDITIONAL INFORMATION and RESOURCES (p. 14)

In addition to building a schedule and staff there are a few other important pieces to making your program successful. These pages will help to bring it all together. Many of these components will vary depending on the school and district, please check on important deadlines for background checks, transportation, etc. with your school.

BUILDING YOUR STAFF

Community building is one of Twin Rocks' core values and is a central part of many of our programs, and Outdoor School is no exception. While Twin Rocks offers a small team of Outdoor Education staff to assist with planning and facilitating your program, our goal is for the school to build a strong sense of community during Outdoor School by providing their own chaperones, nurses, and additional class instructors.

BASIC STAFF NEEDS:

- The homeroom teacher for each class
- At least one adult cabin leader per cabin group (recommended one adult for every 6 students)
- Any class instructors needed, in addition to the Twin Rocks specialists
- A camp nurse, on-site for the entirety of the program
- To ensure all students have the best experience possible, any aides that are necessary for a student's success at school

SUPERVISION

At camp there are two different groups that need to be assigned, the cabin groups (approximately 6 students) and the larger learning groups (see more on page 8). Both need to have adequate adult supervision at all times. It is recommended that both groups have a student to adult ratio of 6:1 to provide adequate supervision.

ASSIGNING GROUPS

When assigning groups, student's needs and any group dynamics that may become issues should be taken into consideration. Cabin groups should be assigned with at least one adult to a group of six students. The learning groups, which go through class rotations together, are often comprised of 2-3 cabin groups.

Since homeroom teachers know the unique needs and challenges of their students Twin Rocks asks that they work to ensure all teachers, students, and chaperones are assigned in a way that makes sense for their students. Please feel free to contact Twin Rocks' Outdoor Education staff for ideas or suggestions. **This process will make knowing the number of chaperones needed for your school's program much easier.**

DID YOU KNOW?

Providing students, teachers, and chaperones with durable, waterproof nametags is a fun, easy way for everyone to get to connect names with faces. Twin Rocks makes wood cookie nametags (wood rounds, pictured below) that are simple and fun to decorate, and available for schools to use. Laminated, paper nametags work well too and can be decorated using stickers, markers, and stamps.



VISITORS

Please note, while Twin Rocks encourages school staff (i.e. the principle, school counselor, etc.) to visit at any point during the program, we do ask, that all visitors check in at the main office in the Welcome Center and wear visitor badges (provided by the camp) or an Outdoor School nametag for the duration of their stay. If any plan on staying for a meal please inform our staff when you confirm final numbers, this will ensure we have adequate food prepared.

Parents, guardians, other family members, or friends of the students and staff are typically asked to not visit during the week of their Outdoor School program. Teachers and school staff are responsible for establishing their school's policy on this and coordinating any time someone is allowed on-site with the appropriate school staff and Twin Rocks' staff.

VOLUNTEERS

When selecting volunteers it is important to contact your local school district to get guidelines and requirements for volunteers and chaperones. Standard practice, and Twin Rocks recommendation, is that all adult volunteers and chaperones have state background checks completed before departing for camp.

VOLUNTEERS:

Along with the brief role descriptions provided on this page, included below is a list of general responsibilities and expectations schools often have for their volunteers:

- Be mature, responsible role models
- Understand and maintain confidentiality, as it pertains to students needs
- Be willing to be “all in” 24/7 for the duration of the Outdoor School Program



In addition to these:

- Twin Rocks encourages all adults, but especially cabin chaperones, to stay unplugged (no phone or Internet) during their time at Outdoor School
- Twin Rocks has a no drugs and alcohol policy for all guest groups. For volunteers or school staff who smoke, designated smoking areas are available.

CAMP NURSE

The camp nurse is a crucial aspect of any program, they are responsible for sick and injured students, as well as any medication that needs to be dispensed to students throughout the week. Depending on your districts requirements this could be anyone from a First Aid certified parent to a school nurse.

CHAPERONES

Chaperones, or cabin counselors, are entrusted with a small group of students—Twin Rocks recommends 1 adult to every 6 students (6:1)—throughout their time at camp. They are responsible for supervising and directing the students in their cabin, enforcing rules and schedule times, encouraging full participation in all activities and classes, and overseeing the health and hygiene of their students.



These roles can be filled by **parents**, or **students** from local high schools or colleges.

INSTRUCTORS

Additional class instructors are often required when multiple class sessions are being run simultaneously. Volunteers who are selected to help with classes can either create their own lesson plans or select from a variety of lessons developed by Twin Rock’s Outdoor Education staff. If the latter is chosen, they will receive lesson plans and materials in advance to prepare for their class.

If needed, chaperones may also be utilized as class instructors, though teachers will need to ensure adequate supervision of the students during class times.



BUILDING YOUR SCHEDULE

Although, the uniqueness of each Outdoors School program is in the school's teachers, parents, and the students and the hopes they have for the program, it all comes together in the form of the schedule. The next few pages are filled with activities and options to fill your schools Outdoor School program with fun and educational experiences.



Arrival day is always an exciting day for students (and even for some parents and teachers who have been eagerly awaiting their chance to return to Outdoor School). There are a number of free, educational field trip activities that schools can choose from to provide students with a chance to learn and stretch on their way to camp, as well as activities that allow students to get to know the camp after they arrive on-site.

FIELD TRIP OPTIONS

- Tillamook Forestry Center (located an hour away from the camp on HWY 6) has a number of indoor and outdoor activities for students. A teachers packet is available on their website with ideas for planning field trip activities.
- Tillamook Pioneer Museum (located in downtown Tillamook) has a variety of indoor activities for all age groups. A teachers packet is available on their website with a number of age appropriate activities for students.
- Pacific City dunes (located south on HWY 101) and Hug Point (located north on HWY 101) are great locations for students to stretch their legs and explore. Both the beach and dune are open to the public.
- Tillamook Cheese Factory (located 20 minutes south on HWY 101) offered great resources about agriculture, farming, and the factory's processes, as well as free cheese samples.



ARRIVAL DAY:

8:00am	Leave school
10:00-11:45	Stop for field trip activities on way to camp
11:45-12:15	Lunch
12:15-1:15	Continue field trip activities
1:15	Load buses
2:00-2:30pm	Arrive at Twin Rocks
2:30-3:00	Unload buses
3:00-4:30	Orientation scavenger hunt
4:30-5:00	Cabin time
5:00-5:30	Dining Hall orientation and set up
5:30-6:30	Dinner
6:30-9:00	Evening activities
9:00-9:30	Get ready for bed
9:30	Lights out

TWIN ROCKS OPTIONS

Once students arrive on camp time will be scheduled for them to settle in, but the first day can also include a scavenger hunt, initiatives, or making clay tiles as an Outdoor School keepsake.

A TYPICAL DAY

While it is hard to say that there is such a thing as a “typical” day at Outdoor School, it is certain that each day will be packed full of laughter and learning. From the time students depart from school for their Outdoor School adventure, to the moment they arrive back home, Twin Rocks offers a wide array of memorable experiences to build into your program.

SELECTING ACTIVITIES

Schools can select a variety of educational classes, teambuilding initiatives, and engaging activities to fill their time at Twin Rocks. Each class or activity time listed on the schedule has a number of options that schools can choose from. The following pages are filled with general information on all Twin Rocks has to offer. However, this packet is by no means extensive; many schools have built in some of their own traditions, activities, classes, etc. to put their unique spin on a program.

SCHEDULING ASSISTANCE

Please feel free to visit www.twinrocks.org for more information about Twin Rocks’ offered classes and resources; or contact Emily and Katey, who are happy to answer any questions and help build your Outdoor School schedule.

FINALIZING THE SCHEDULE

Final copies of the schedule, or information about any changes made to the schedule from the previous year, should be sent to Emily and Katey at least 4 weeks in advance.

A “TYPICAL” DAY:

7:00-8:00	Rise and shine
8:00-8:45	Breakfast
9:00-10:00	Class #1
10:00-10:10	Transition
10:10-11:10	Class #2
11:10-11:20	Transition
11:20-12:20	Class #3
12:20-12:30	Clean up for lunch, set up dining hall
12:30-1:30	Lunch
1:30-2:30	Class #4
2:30-5:15	Recreation, free time, or down time activities
5:15-5:30	Clean up for dinner, set up dining hall
5:30-6:30	Dinner
6:30-9:00	Evening activities
9:00-9:30	Get ready for bed
9:30	Lights out



CLASSES:

Twin Rocks offers a variety of courses, each class was developed by a Twin Rocks education specialist to meet Oregon’s science standards and provide students with unique, hands-on experiences. Schools may also bring in their own curriculum to use exclusively or to supplement the Twin Rocks courses. This allows schools to choose classes that fit their needs and requirements.



SCHEDULING CLASSES

A majority of Outdoor School programs run at Twin Rocks choose 2-4 class slots per day, depending on the length of classes and other activities incorporated throughout the day. A number of sample schedules are included that can be used as a guide for planning your Outdoor School experience, and a Twin Rocks specialist is available to help with the preplanning process.

LEARNING GROUPS and ROTATIONS

When planning for Outdoor School classes it is important to know how many students will be in a learning group and how many groups you will need to accommodate that number. For example, a good learning group size for many of the classes Twin Rocks offers is 15-20 students. For a school with 60 students 3-4 learning groups would be ideal. Once groups sizes and the number of classes has been determined, the next step is creating a rotation schedule to ensure each student has the opportunity to participate in all of the classes.

ADDITIONAL CLASS INFORMATION...

All classes provided by Twin Rocks include the curriculum and worksheets, as well as additional equipment and resources for that class. For more information about the classes and topics offered please go to www.twinrocks.org.

INSTRUCTORS

Twin Rocks partners with schools to provide solid instruction for all of the classes we offer through our programs; each class comes with lesson plans, materials, and resources to equip teachers and parents to lead a class session successfully. A Twin Rocks specialist can be requested to lead a class on any of the offered topics. Some classes, must be taught by a Twin Rocks specialist.





INITIATIVES

Twin Rocks has a variety of teambuilding and character building initiatives available for teachers and cabin counselors to use in large and small group settings, which can be utilized in a number of ways throughout a program.



SCHEDULING INITIATIVES

Initiative activities can be plugged into an Outdoor School program in several ways. Beginning and ending the program with initiative activities on the arrival and departure days of Outdoor School can be a simple way to focus the students on the group bonding experience of the entire program. Some schools, like Mabel Rush Elementary (pictured above), choose to do a “Field day” where students rotate through multiple activities; others choose to include initiatives in their class rotations, with learning groups working on the activities together. They can also be used in cabin times where individual parents or cabin counselors can lead their cabin group through an activity.

INITIATIVE ACTIVITIES

Schools with the Partnership Package will have access to all of Twin Rocks initiative resources including:

- A back-pocket resource for cabin counselors with a number of filler games and get-to-know-you activities that can be used for cabin time or free times
- Skit books full of fun skit ideas
- Initiative activities, including: human knot, helium pole, parachute activities, and much more
- Additional facilitation resources including instructions and questions for debriefing activities

DID YOU KNOW?

Skit nights (or talent nights) have been an Outdoor School tradition for decades. These nights are great teambuilding and character-building experiences for cabin groups and for individual students, as cabin groups work together to put on a skit for the rest of the school. It is also a great way to end a packed day with plenty of laughter and fun.



RECREATION OPTIONS:

Twin Rocks offers multiple, exciting recreation options for students of all ages. Outdoor Schools can choose to incorporate time for students to participate in one or more of these activities throughout the week. Twin Rocks Outdoor Education staff can help plug these into your program, but will need at least 4 weeks advanced notice. Some options are included in the program costs, others have additional facilitation and equipment fees.

WATERFRONT OPTIONS INCLUDED:

SWIMMING

Spring Lake is a natural, spring-fed lake located on the north edge of camp. A shallow (2-3') and deep (5-8') section is available for swimming. Please note:

- No one is to be in or on the lake or the docks unless a lifeguard is on duty. This applies to students, chaperones, and all staff.
- All persons going into the deep area of the lake must pass the swim test.
- Persons going onto the aqua jump must wear a lifejacket.
- All swimming is to be within the roped area.
- Your students will receive a waterfront orientation with the lifeguards on the first full day of camp.
- Please note, swimming is NOT allowed in the ocean, except under strict TRFC lifeguard supervision.

BOATING AND CANOEING

Boating can be offered as a skills class or as a recreational activity alongside swimming, as long as a lifeguard is present. Please note:

- Children 6th grade and younger may use rowboats or canoes, but require a counselor in each canoe or group of boats staying close together.
- 7th graders and up may use rowboats and canoes without an adult.
- **All** boaters should wear a snug-fitting lifejacket, properly fastened, before they go across the dock to the boats. Please help your students find one that fits properly.
- A boating safety orientation session with the lifeguards will be done prior to the first waterfront session.

FISHING

- Any Outdoor School that wants to have fishing as an activity will need to designate a staff member for supervision and a scheduled time that works well to go fishing.
- In association with Oregon Fish and Wildlife, Twin Rocks offers fishing in Spring Lake. A lifeguard needs to be on duty in order to use the lake for fishing. Poles and bait are provided by the camp.



Archery

For grades 4th and up:

- The camp maintains an archery range on the south Macy Field lawn, and uses low-tension bows and arrows; ideal for students 14 and under
- 30-40 people an hour, please plan accordingly
- Archery is to be conducted only under the supervision of a certified archery instructor*



Extreme Swing

For grades 4th and up:

- Fly high over Charlotte's Mountain on the camp's extreme swing, positioned above Watseco Creek Trail
- 20-25 people per hour, please plan accordingly
- The extreme swing is to be conducted only under the supervision of a certified swing facilitator*

*Archery and the Extreme Swing are not included in the Basic and Partnership packages, but can be added. Facilitation fees will apply.

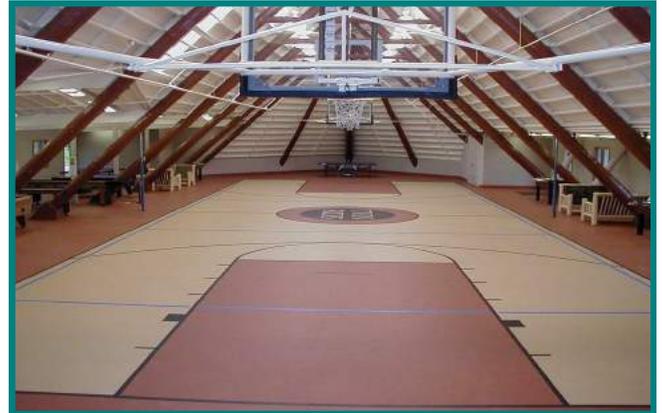
FREE TIME OPTIONS:

A number of activities are available for schools and cabin groups to utilize during breaks or free times. With a large indoor gymnasium and several outdoor games and hikes, there is always something new to discover throughout the week.

HIKING

The camp has several trails to hike or explore. Pick up a trail map at the camp office, or at a trailhead.

- The Charlotte’s Mountain Trail is a popular as that trail goes through a deep ravine, past old growth stumps, and up to the top of the mountain near the “twin stumps.” A recent logging project allows for excellent views of the Pacific Ocean
- The Wetlands Boardwalk is an easy walk along the edge of Spring Lake. Keep an eye out for salamanders.
- The Bigfoot Trail follows the lower ridge on the north end of our property. Look for “Bigfoot” alongside the trail.



GYMNASIUM/SHELTER

The camp’s large, heated gymnasium—also known as the Shelter—is equipped with a full indoor basketball court and many table games. This space is available for guest use 24/7, and can be utilized by cabin groups throughout the week. Adult supervision is required for children through high school age.

HUMAN FOOSBALL and GAGA BALL

Two recent additions to Twin Rocks facility are the Human Foosball court and Gaga Ball pit, both of which are located just east of the Gymnasium patio.

- Human Foosball can have up to 12 players on the court and functions much like the tabletop version.
- The Gaga Ball pit has a large sand pit, with plenty of space for spectators around the walls of the pit, making it a perfect activity for large groups.

Rules are posted at the site of the games, both activities are easy to organize between cabin groups, or as a P.E. or free time activity.

MINI GOLF

A nine hole mini golf course is also available 24/7 and is a great spot for counselors to take a group of students throughout the day.



EXPLORATION

There are several locations around camp that have developed into natural play and exploration areas, including several large nursery logs. Our oldest log, located between the lake and sand volleyball pits, is a great place for students to explore and climb, with plenty of birds, bugs, and other critters to discover.

Scavenger hunt or bingo sheets can be borrowed from the Outdoor Education office for hikes or wandering around camp during free time. These photo identification charts are a fun way to help students identify native plants and animals found on camp.

THE BEACH

One reason people enjoy coming to Twin Rocks Friends Camp and Conference Center is its close proximity to the ocean. Not many camp and conference centers are blessed to be so close to an ocean beach – especially one as beautiful as this section of the Oregon Coast. However, this attraction comes with inherent dangers and problems. The following guidelines are written with the intent of helping students enjoy the beach to the fullest while also keeping them safe.



GOING TO THE BEACH

It is a requirement that all people associated with Twin Rocks use the pedestrian overpass (The Bridge) to cross the highway to the beach. Those physically unable to navigate the stairs should coordinate a ride across the highway to be dropped off on Shand Avenue. The code for the bridge is usually posted in the Dining Center or can be obtained through the Guest Services Office in the Welcome Center. Students should not be given the bridge code.



NEIGHBORS

Most residences along this beachfront are permanent – people live there year round. Twin Rocks’ neighbors are extremely kind and supportive of the camp, and deserve our efforts to respect their property and privacy. Out of respect for neighbors, please maintain as much order and quiet as possible going to and from the beach. Please stay on public property at all times.

OCEAN AND BEACH SAFETY

- As with all Oregon beaches, ours is a public beach and students should not be at the beach without adult or staff supervision.
- **All students and staff are to stay out of the ocean waters.** There are dangerous currents and riptides in our area and the cold temperature could cause hypothermia.

BEACH ACTIVITY OPTIONS:

For many students a trip down to the beach can be a highlight of their time at Outdoor School and there are a number of ways to utilize the location. A few ways Outdoor Schools have incorporated beach time include: large group games, exploration time, building sand castles as a cabin group, beach bonfires, or quiet reflection about their time at Outdoor School.

SUPERVISION

- During free time or scheduled beach activities traveling to the beach should be done in groups of 3 or more, with at least one adult in the group.
- Students and staff should not go into the ocean.
- If the teacher or counselor is okay with it, students are welcome to wade in shallow areas of the creeks on the beach away from the ocean and logs. Time should be allowed for students to change and rinse off before the next activity.

EVENING ACTIVITIES:

The evening is a great time for students to relax and have fun after a long day of classes and activities. There are a number of options that schools can fill the evening with, following dinner, that can be utilized throughout the evening.

SKIT or TALENT NIGHT ACTIVITIES:

Skit night is a fun way to get everyone involved—even the adults! Cabin groups are encouraged to work together to perform a skit or talent for the entire group, which can lead to hours of laughter. Teachers and support staff are often called on to introduce skits and help provide entertainment between skits.

When adding a skit night to your program, it is usually best to schedule it after the first night; this will give students and cabin counselors a chance to work on their skit before the big night.

GROUP GAMES:

Twin Rocks has a number of locations for large group games, which can be utilized for a variety of group activities or initiatives. Below are a number of Twin Rocks favorites:

- capture the flag
- tag (and it's many variations)
- ultimate Frisbee
- dodgeball

GYMNASIUM/SHELTER ACTIVITIES:

Though our recreation fields are excellent for recreation games, the indoor gymnasium is available 24/7 and is an excellent place for group games or table games on a cold, wet evening.

DINING HALL ACTIVITIES:

The Dining Hall can quickly switch from meals to a rainy day room. Puzzles, reading, crafts, or coloring pages can be simple, fun activities for students to enjoy if another planned activity gets rained out.

EVENING BEACH ACTIVITY OPTIONS

The beach is one of the many options available to schools following dinner. A game of capture the flag or tag is a simple, fun way to get every student involved and active, but one or two large bonfires, with s'mores is another option for schools. **Please refer to page 12 for Twin Rocks' safety guidelines for beach activities.**



S'MORES

Twin Rocks offers a s'mores night, as one of the many options available throughout the program. A number of fire pits are located around camp for schools to use. If a large group or school is planning on doing s'mores as an evening activity multiple fire pits or the beach can be utilized to provide more fires and space.

Please let Twin Rocks staff know which evening you would like supplies, in order for the kitchen staff to prepare them ahead of time.

HEADING TO BED

In order to give students adequate time to rest lights out should fall no later than 10pm, but can certainly happen earlier. If other groups or schools are on-site please observe the camp wide 10pm-7AM quiet hours, regardless of when lights out is scheduled.

ADDITIONAL INFORMATION and RESOURCES :

Once volunteers are selected and the schedule has been finalized there are a few other things that are important to ensure the success of your program. A few important components include special diets for students and staff, transportation, health forms, etc.

SPECIAL DIETS

Twin Rocks can accommodate needs for several special diets, including: diabetic, vegetarian, vegan, non-celiac gluten free, dairy free, and nut allergies. However, some combinations of special diets are outside of the camp kitchen's ability.

Please check with the adults and students in your group and find out their special diet needs, then **notify the Twin Rocks staff at least 10 days in advance** of any persons in your group with special dietary needs. Many Outdoor Schools find that it helps to utilize their camp nurse as a liaison between the kitchen and younger campers with special dietary needs.



OUTDOOR SCHOOL JOURNALS

For many schools journals can be a fun and easy way for students and teachers to document and track learning. These journals could include:

- the worksheets that correspond to Outdoor School classes
- extra information or resources for class topics
- an Outdoor School themed cover
- scavenger hunt sheets
- songs

Twin Rocks has many of these resources available in PDF form, please contact Emily or Katey for copies.

TRANSPORTATION

Schools are responsible for all transportation to and from school, as well as to any off-site locations. Please contact your local bus barn to set up your transportation.

HEALTH FORMS

School staff are responsible for providing medical supervision, treatment, maintenance, or dispensing of medications to students. Along with providing a camp nurse and first aid supplies for the duration of the Outdoor School program, schools also need to ensure that each student under the age of 18 (and adult, if appropriate) has health and permissions forms, including signatures, before arriving to camp. School staff and/or the nurse will be in charge of all forms and medications.

CAMP STORE

The camp store, The Undertow, is available to be open *upon request* for morning and/or afternoon hours at no additional cost. The store offers snacks, sodas, and espresso, as well as camp merchandise such as sweatshirts, books, thermoses, water bottles, etc. If requested, The Undertow can be opened for everyone, including students, or just for the school staff and adult volunteers.

Please let Twin Rocks staff know at least 4 weeks in advance if you would like to have The Undertow open during your program.

