



HEARTLAND
OUTDOOR SCHOOL

Field Trip Planning Guide

2024 - 2025

School Calendar Year

HEARTLAND OUTDOOR SCHOOL MISSION STATEMENT

To encourage hands-on discovery, teamwork, personal growth and an appreciation for the environment through a fun, safe, quality program.

HEARTLAND CONFERENCE RETREAT CENTER PURPOSE STATEMENT

To inspire others to change the world for the glory of God.

CONTACT INFORMATION

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Marengo, OH 43334

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This guide and other information and resources about Heartland are available upon request or can be downloaded from our website, www.heartlandoe.com.

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GENERAL OVERVIEW OF PLANNING A TRIP

	Steps	Notes
1	Tour Heartland	We would love to show you what we have to offer. This is a recommendation for schools planning their first visit to Heartland.
2	Select camp dates	Our dates fill up quickly. Let us know what dates would work best for you and we will do our best to fit you in.
3	Receive a contract	Once we have your information, we will generate a contract and send it to you. It will have estimated arrival times and departure times as well as numbers and meal times.
4	Sign contract and return (w/ Purchasing Order [P.O.] Number)	Be sure to read each page and sign or initial where appropriate. You can then either scan & email or mail your signed contract to us. Remember to include your Purchasing Order (P.O.) number. A signed contract is needed to secure your dates.
5	Secure funding	See "Funding" section, pg. 2, for ideas.
6	Schedule transportation	Don't forget to include number of buses or vehicles, dates, times, driving directions, etc.
7	Select chaperones	See "Choosing Chaperones" section, pg. 4.
8	Decide if you need a Parent Informational meeting	To take place sometime before camp. It usually lasts about 45 minutes. Call or email for availability.
9	Create information packet for students & parents	See the "Parent Packet" section, pg. 10.
10	Attend the Parent meeting (if scheduled)	To take place sometime before camp. It usually lasts about 45 minutes.
11	Fill out "Field Trip Planning Form" and return	This includes information such as number of students & leaders and class selections.
12	Group students into traveling tribe groups	See the section entitled, "How to divide students into traveling tribe groups" for more information, pg.4.
13	Send Activity & Program Participation Agreement forms to Heartland	We require one for each student, teacher, and chaperone attending camp.
14	Complete health screenings	Lice and illness check for each student.
15	Enjoy your stay at Heartland	Arrive, relax, and enjoy your experience.

DEADLINES FOR INFORMATION

All of the deadlines below exist to give you and your students an unforgettable, fun, safe experience. These are our deadlines for your camp experience. You may have other deadlines for your group.

Item	Deadline
Signed Contract	As soon as possible to secure your dates
Contact us to schedule a Parent Meeting	90 days prior to camp
Field Trip Planning Form	30 days prior to camp
Notify us of any food allergies or restrictions if taking part in a Heartland provided meal	30 days prior to camp
Traveling Tribe Groups	14 days prior to camp
Names of teachers and parents attending	14 days prior to camp
Activity & Program Participation Agreement forms (one for every person)	7 days prior to camp

CONTRACTS

Signed contracts provide two things. They secure your dates and provide a point of reference. As groups request trip dates throughout the year, priority is given to those who have turned in a signed contract. We cannot hold your dates for camp without a signed contract. Returning groups will have the chance to keep their dates from year to year, as long as a signed contract has been received. Please remember to include a Purchase Order number or deposit with your signed contract.

The number of students, teachers and chaperones on the contract is an estimate and not a guarantee of how many people you will bring. The total payment is also an estimate based on the number of estimated guests. Your final invoice amount will be based on your actual number of attendees (with a minimum group size of 20).

FUNDING

There are many ways to fund camp. Some ideas include: fundraisers, grants, corporate sponsors, parents, PTO or PTA, Title funds, and many more. Each group will need to evaluate what works best for them. Please contact us for more information on possible fundraising ideas.

TRANSPORTATION

Your group is responsible for making the transportation arrangements. If using busing, you will need to work with your busing department to arrange number of buses, drop off and pickup times, directions and funding. Contact Heartland to arrange arrival and departure times for your group.

Due to the rural nature of our camp, some of the roads near Heartland are not accessible to buses. For this reason, we recommend giving the provided driving directions to each person in your group that will be driving to Heartland. Up-to-date driving instructions can be found either in this packet (page 8), or on our website. **(PLEASE do not use Google Maps, MapQuest, or GPS devices for directions, as we have found them to be very inaccurate or misleading in guiding guests to Heartland.)**

FIELD TRIP PLANNING FORM

This form includes information such as group contact information, numbers of students and leaders, as well as class choices. Please use this form as a tool to help with your planning. A copy can be found in this guide or downloaded from our website. Please feel free to contact us if you have questions about the form. *This form is due no later than 30 days prior to your visit.*

RECOMMENDATIONS AND TIPS FOR CHOOSING ACTIVITIES AND CLASSES

Whether the goal is team-building, curriculum enrichment, or outdoor adventure, we will work with you to tailor your experience to reach your goals. All of the classes offered at our outdoor school are designed to meet or exceed the Ohio State Standards for curriculum. Please review the class options found in this packet. We highly recommend calling or meeting with a Heartland staff member to help plan your field trip.

Our classes fit into either 1-hour or 2-hour time blocks. The amount of class hours available varies based on the length of your field trip experience. Please contact us to work out a schedule that works best for you and your group.

PARENT INFORMATIONAL MEETING

A Parent Informational Meeting is a great way to present the field trip experience for the first time, or to increase interest in your group. Please contact us to set up a date and time if you are interested in this. The meeting typically requires about 45 minutes with a "Question and Answer" time at the end. We will show a video and PowerPoint of the camp and will need a computer with projector and sound capabilities or a way to present our PowerPoint and video.

We can also schedule a trip planning meeting with the Field Trip Coordinator and Heartland staff before or after the parent meeting to go over planning or questions about camp. *Please schedule 90 days prior to camp.*

PACKET FOR STUDENTS/PARENTS

We recommend that you put together a field trip packet for students to take home to parents. You will find recommended pages to copy at the end of this packet.

Here are some items you could include in each packet:

- A cover letter introducing camp
- Camp contact information
- Student Pick-up and Drop-off times
- Cost of field trip and payment info
- Permission slips and/or any school forms (e.g. release forms)
- Heartland Activity & Program Participation Agreement form
- Packing list for students

CHOOSING CHAPERONES

Your group is responsible for bringing adequate supervision for their students. Please contact us to discuss the appropriate ratio of chaperones to students for your group size.

Your group is responsible for providing the appropriate number of chaperones and the screening of these individuals. Heartland also recommends using state-certified background checks for any adult chaperones.

HOW TO DIVIDE STUDENTS INTO TRAVELING TRIBE GROUPS

Depending on your group size, we recommend traveling tribe numbers be around 20-35 students. You may, however, want to divide students in such a way as to avoid behavioral issues.

If you need help with dividing students into traveling tribes, please contact us.

PAYMENT

At the time of signing a contract, we will work out your form of payment. Depending on your form of payment, we will require either a deposit or a Purchase Order number with your signed contract.

During your field trip, a representative from Heartland will meet with one or more of your group leaders to confirm the number of teachers, students, and chaperones that attended the field trip. We will adjust the total invoice amount based on the numbers and email an invoice to the group leader.

Depending on your payment type, payment is due either the day of (deposit) or 30 days after your field trip (Purchase Order).

FIELD TRIP PLANNING CHECKLIST

✓	TO DO	NOTES
	Contact Heartland for dates and prices (due ASAP)	
	Receive contract from Heartland	
	Sign contract and return to Heartland (due 14 days after you receive the contract)	
	Develop field trip funding and payment plan	
	Schedule transportation	
	Select chaperones	
	Schedule parent meeting if necessary (due 90 days prior to visit)	
	Create packet for students and parents	
	Permission slips for students	
	Complete 'Field Trip Planning Form' and send to Heartland (due 30 days prior to visit)	
	Communicate any food allergies or restrictions to Heartland (due 30 days prior to visit)	
	Send traveling tribe groups to Heartland (due 14 days prior to visit)	
	Activity & Program Participation Agreement forms for students	
	Activity & Program Participation Agreement forms for teachers	
	Activity & Program Participation Agreement forms for chaperones	
	Send completed and signed Activity & Program Participation Agreement forms to Heartland (due 7 days prior to visit)	
	Distribute driving directions to drivers & Transportation	

CLASSES AND DESCRIPTIONS

Heartland offers a customizable experience for you and your students when choosing classes and program activities. All of the classes offered at Heartland's Outdoor School meet or exceed Ohio's Academic Content Standards for curriculum. Whether the focus is team-building, science, outdoor adventure or a combination of all three, we are confident you will find our selection excellent!

Use the class descriptions below or on our website as you fill out the Camp Planning Form to select classes and evening programs.

CLASSES FOR GRADES 3-8

Availability is dependent on group size, weather and season, and requests from additional groups. Please contact us to check availability or for assistance in customizing your experience.

Archery (1 Hr.)

Archery class provides fun for all ages as an introduction to form & shooting techniques and the basics of potential and kinetic energy. This class also develops student motor skills and safety awareness while promoting positive group encouragement and interactions.

Construction Zone (1 Hr.)

Develop teamwork and cooperation skills by having teams of students build structures through friendly competition! Construction Zone emphasizes positive communication as teams overcome physical and psychological obstacles. Facilitators personalize challenges to enhance the experience of each student and the group.

Critter Scene Investigation (1 Hr.)

Predators run rampant all over Heartland and we have stumbled across several critter crime scenes! We need your students to aid us in our investigation! Students will put on their investigator caps and practice critical thinking to help us solve our wildlife mysteries!

Earth Rocks! (1 Hr.)

This interactive outdoor class gives students the opportunity to explore the banks of Alum Creek's surrounding tributaries and observe and identify rocks found amidst Ohio's terrain. Students will review the rock cycle and basic geology concepts, and learn identification through the use of a dichotomous key.

Eco-Explorers (1 Hr.)

This ecosystems class gives students a better understanding of the various relationships in the different ecosystems of Ohio. Hands-on exploration of forest, grassland and wetland ecosystems will further knowledge and understanding of the intricate balance between living organisms and their habitat.

Eco X-Stream (1 Hr.)
(Mid-March through October Only)

Hop on our wagons and hitch a ride down to the headwaters of Alum Creek for an exciting hour of creek-filled fun! We'll discover the creatures that lie beneath the surface of the water, how they relate to one another in the food chain and how they contribute to understanding the health of a stream.

Group Problem Solving (1 Hr.)

This class uses cooperative games and activities to help students develop teamwork, communication, cooperation and motor skills. Students will be given a variety of mental and physical obstacles that they must work together to successfully complete. We strive to lead people in building confidence, decision-making skills, positive interaction, cooperation, self-awareness and self-discovery.

Mad About Mammals (1 Hr.)

Close your eyes and think of an animal. What animal comes to mind? Does it have fur? If it does, you thought of a mammal! Did you know mammals are found in every continent of the world? They have different characteristics to help them live within their habitats. In this class, students will get to meet a few of our amazing animal ambassadors. As students handle the animals, they will make observations and try to guess each animal's habitat based on their characteristics.

Ornithology (1 Hr.)
(Spring Only)

Students will be introduced to the native Ohio bird species and their specific adaptations while on a birdwatching hike complete with binoculars and field guides! Staff will call in a variety of birds for students to observe while on the trail and at the Heartland Bird Blind.

Pathfinders (1 Hr.)

Pathfinders introduces students to the purpose, parts and proper use of a compass. This class also provides practical experience on how to navigate with or without maps and charts. Students will have the opportunity to use a compass on a course to further their understanding of orienteering.

Reptiles & Amphibians (1 Hr.)

What's the difference between reptiles and amphibians? Find out in this class as we discuss the characteristics of these animals using a Venn diagram. Students will then have the unique opportunity to hold both native and exotic reptiles and amphibians.

Wilderness Survival (1 or 2 Hrs.)

Preparedness and survival are not typically at the forefront of our thinking. In this class, students will learn and practice basic survival techniques while working cooperatively to build a fire and/or shelter.

This class is offered as a 1 or 2 hour option. In the 1 hour option you may choose either fire or shelter building. The 2 hour option covers both topics.

GRADES 3-8 ELECTIVE CLASS OPTIONS

Please contact us for school pricing, age and weight minimums, and group size compatibility. Availability is also dependent on weather and season, and requests from additional groups.

Climbing Wall (1 Hr.)

Watch your students “climb to new heights” as they challenge themselves on our multi-pitch climbing wall or showcase their skill on our horizontal bouldering wall. Located indoors; this class is offered year-round with instruction from our trained and experienced staff members. Climbers of all levels, from beginner to advanced, will enjoy the thrill of the climb!

High Ropes (1 Hr.)

Students will be challenged in the area of personal growth, team support, and encouragement while on our dual level high adventure course.

Ohio Living History (2 Hrs.)

Step back in time to the Alum Creek Settlement. Follow 1798 settlers through a forest notorious for attacks. Once safely in the village, interact with historic characters and take part in period activities such as candle making, crafts, games, blacksmithing, carpentry, militia and outdoor cooking. Contact us to see what this experience would look like based on your group size and age range.

Team Challenge (1 Hr.)

Head out into the woods to our course of elements, where students will be introduced to teamwork and personal development principles! This 1 hour introductory team building activity is geared toward grades 5-8 and groups will complete an ice breaker and 1-2 elements focusing on 1-2 basic teamwork principles

Team Challenge (2 Hrs)

While out on our challenge course, students will develop teamwork through cooperative elements and be challenged to move outside their comfort zone. This 2 hour activity is geared toward grades 6+ and groups will complete an intro ice breaker and 3-4 elements focusing on 3-4 teamwork principles.

Tie Dye (1 Hr.)

Join in the fun and use bright, vivid colors to create your own masterpiece t-shirt! Our experienced staff will guide this class through a series of twists and turns that, in the end, will produce uniquely tie-dyed t-shirts. Complete with our Heartland Outdoor School logo, the shirts come preshrunk and are available in adult sized S-XXL. **(Additional charge of \$7.00 per shirt.)**

Zip Line (1 Hr.)

Hang on tight as you rush down our 400 ft. zip line! Minimum height/weight of 42” and 45lbs. and maximum height/weight of 75” and 275 lbs.

FIELD TRIP PLANNING FORM

HEARTLAND OUTDOOR SCHOOL

Please feel free to contact us at any point while filling out this document. We want to help make this a fun learning experience for your students! *This form is due no later than 30 days prior to your visit.*

GENERAL INFORMATION

School _____ Grade(s) _____ Trip Date/Year _____
 Coordinator _____ Phone number (____) _____
 Principal _____ School phone number (____) _____
 Arrival Time: _____ Departure time: _____

PARTICIPANT INFORMATION

Students	Chaperones	Teachers	Special Arrangements: _____
____ Male	____ Male	____ Male	_____
____ Female	____ Female	____ Female	_____
____ Total	____ Total	____ Total	_____

MEALS

Provided _____ OR Packed _____

Heartland provided meals are cafeteria style with both hot and cold options available on the serving line.

If your group will be participating in meals provided by Heartland during your visit, please contact us with information on food allergies or restrictions no later than 30 days prior to your visit so we can best meet your group's needs.

SCHEDULE INFORMATION

Please number choices in order of preference (1, 2, 3...).
 *Designates a seasonal offering.

ELECTIVES

Electives require more than one staff member and will be scheduled according to staff availability.

SCHOOLS OVER 100 STUDENTS**

Half of your classes will be selected from the "Heartland" column, and half will be selected from "Teacher-Led."

** Please contact Kendrick at 740-747-0220 Ext. 107 or oe@heartlandretreat.com to discuss staffing availability during your event, and whether "Teacher-led" classes will be necessary.

Heartland Classes

- ____ Archery
- ____ *Eco X-Stream (wagon-ride)
- ____ Mad About Mammals
- ____ Pathfinders
- ____ Reptiles & Amphibians
- ____ Wilderness Survival
 - ____ 1 hour
 - ____ Fire building
 - ____ 2 hours

Teacher-Led Classes

- ____ Construction Zone
- ____ Critter Scene Investigation
- ____ Earth Rocks!
- ____ Eco-Explorers
- ____ *Eco X-Stream (hiking)
- ____ Group Problem Solving
- ____ *Ornithology (*Spring only*)
- ____ Pathfinders
- ____ Wilderness Survival
 - ____ Shelter building (1 hr.)

Elective Classes

Please call for activity minimums, pricing, and requirements.

- ____ Climbing Wall
- ____ High Ropes
- ____ Ohio Living History (2 hrs.)
- ____ Team Challenge
 - ____ 1 hour
 - ____ 2 hours
- ____ Zip Line

SCHOOL NAME		HEARTLAND OUTDOOR SCHOOL TRAVELING TRIBE ROSTER			DATE
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9
10	10	10	10	10	10
11	11	11	11	11	11
12	12	12	12	12	12
13	13	13	13	13	13
14	14	14	14	14	14
15	15	15	15	15	15
16	16	16	16	16	16
17	17	17	17	17	17
18	18	18	18	18	18
19	19	19	19	19	19
20	20	20	20	20	20
21	21	21	21	21	21
22	22	22	22	22	22
23	23	23	23	23	23
24	24	24	24	24	24
25	25	25	25	25	25
C	C	C	C	C	C
C	C	C	C	C	C
C	C	C	C	C	C

C for Chaperone



DRIVING DIRECTIONS

3201 COUNTY RD 225, MARENGO , OH 43334

FROM I - 71

Take Exit 140, and go south on State Route 61

Turn right (west) on County Road 15 also called West Liberty Mt Vernon Road

Note: County Road 15 will go back over I-71

Turn right (north) on County Road 218 also called Berkshire-South Woodbury Road

Turn left (west) on County Road 225 also called West Liberty East Road

The entrance to Heartland is on the right!



FROM ROUTE 23

Turn east on State Route 229

Note: Continue through the town of Ashley

Turn right (south) on County Road 218 also called Berkshire-South Woodbury Road

Note: you will come to a sharp left curve.

After the curve, Turn right to stay on Country Road 218

Turn right (west) on County Road 225 also called West Liberty East Road

The entrance to Heartland is on the right!

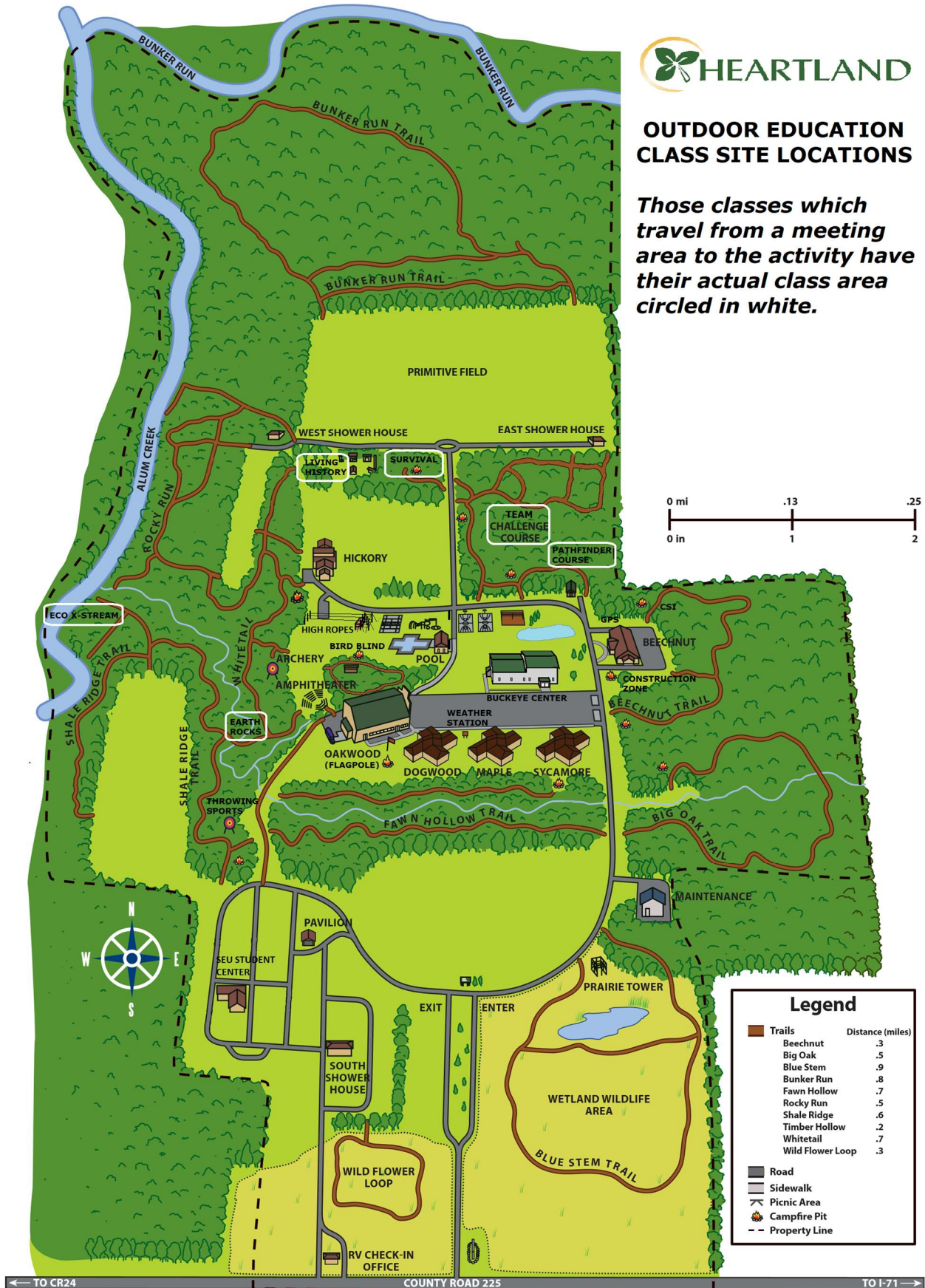


HEARTLAND SITE MAP



OUTDOOR EDUCATION CLASS SITE LOCATIONS

Those classes which travel from a meeting area to the activity have their actual class area circled in white.



PARENT PACKET



Dear Parent or Guardian,

The staff at Heartland are anticipating a wonderful upcoming camp experience for your child! Our mission as an outdoor school is to encourage hands-on discovery, teamwork, personal growth, and an appreciation for the environment through a fun, safe, quality program. We are committed to excellence in everything we do and know that your child will have a wonderful experience while at Heartland Outdoor School!

Here are a few reminders and helpful hints as you prepare to send your child to Heartland.

Important Trip Details (Set up by your Field Trip Coordinator):

- *Field Trip Coordinator* _____ *Contact Information* _____
- *Field Trip Date* _____ *Cost:* _____ *Payment Due:* _____
- *Transportation Arrangements*
 - Drop Off Location: _____ at _____ AM/PM
 - Pick Up Location: _____ at _____ AM/PM
- *Meal(s) during field trip:* _____
 - Provided by Heartland* _____ OR Packed from home _____

*If a meal is provided by Heartland, please inform your Field Trip Coordinator of any food allergies or food restrictions, so the information can be communicated to Heartland's Food Service Department to best meet the needs of you and/or of your child.

Appropriate Clothing: Because we offer hands-on science and team building classes, we spend most of our time in the great outdoors, even in the rain and cold. At times we may be out for several hours, and we ask that you help your child be prepared with appropriate clothing, as indicated on the "Packing List". In truly inclement weather, we have ample indoor teaching space.

Activities & Program Participation Agreement Form: Please complete the Activities & Program Participation Agreement form and return it to your Field Trip Coordinator on time. *Every student, teacher, and chaperone must have a completed, signed Activities & Program Participation Agreement Form to participate in our program.* Thank you for helping Heartland provide a safe and quality program!

For further questions, please do not hesitate to contact your Field Trip Coordinator or visit our website (www.heartlandoe.com).

Thank you for your dedication and valuable help in preparing your child for Heartland Outdoor School.

Here to Serve,

Kendrick Flanagan
Director of Education & Programming

HEARTLAND OUTDOOR SCHOOL PACKING LIST

Remember to pack carefully and don't forget your rain gear!

Packing Tips:

Be sure to prepare for all weather, as all classes are held outdoors rain or shine!

Bring OLD clothes and shoes. We will get muddy!

Label anything that you don't want to lose.

Required Items

Poncho or Rain Gear

1-2 Pairs of Old Shoes/Boots (One pair may get wet or muddy)

1 Waterproof Bag for clothing/shoes

Change of clothes (including socks and under clothing)

Water Bottle

Seasonal: Sunscreen/Lip Balm/Insect Repellent

Optional Items

Waterproof Boots

Baseball or other cap

Labeled Camera (Disposable recommended)

Notebook and pen (Be sure to label)

Travel-size Hand Sanitizer

In Colder Months

Be sure to bring layers of clothing

Gloves

Warm Hat

Thermal Layers

Heavy Coat

Warm Boots

Thermal/Wool Socks

Leave at Home

Money

Knives/Weapons

Food*/Gum/Candy

Cell Phones (Students)

Firearms/Fireworks/Matches

iPod/Mp3 Player/Radio

Electronic Video Games

*Unless your group is bringing a packed meal. Please contact your Field Trip Coordinator if you have any questions.



HEARTLAND CONFERENCE RETREAT CENTER

Activities & Program Participation Agreement

Print Participant Name

Print Name of Group

Date of Event

INSTRUCTIONS: Please read this entire form carefully. Each participant and/or their custodial parent/guardian must read, complete, sign and submit this agreement to Heartland so that Heartland receives all completed and signed forms at least one business day before the Event Date. Without an appropriately signed form delivered to Heartland in advance, the individual will not be permitted to participate in the Program.

I have read, and do understand, the Participation Is Voluntary statement accompanying this form. I understand that my/my child's participation in all activities offered by Heartland Conference Retreat Center (Heartland) is based on the Participation Is Voluntary philosophy. These activities include, but are not limited to: High Ropes, Zip Line, Paintball, Team Challenge, Group Problem Solving, Archery, Night Hike, Nature Center, Large Group Game, Orienteering, Living History, Wagon Ride, Bird Blind, Climbing Wall and Wilderness Rush. I recognize that the Heartland Activities are designed to utilize experiential and engaging teaching techniques, and that my participation is purely voluntary. At all times I will choose my level of participation in any activity, and I agree to follow all guidelines and instructions as presented.

I do understand that the staff of Heartland have received extensive training, and will work to protect the emotional and physical safety of myself/my child. I understand that participation in Heartland activities in which I/my child have enrolled, may entail certain risks. I elect to participate in spite of these risks.

I do understand that safe participation in Heartland Activities requires reasonably good health, and I certify that I have/my child has no medical, emotional and/or physical conditions which could interfere with my/my child's safety in this activity/these activities.

I grant to Heartland and all persons acting through them, the rights to use, reproduce, assign, and/or distribute photographs, films, videotapes, and sound recordings of myself/my child for use in materials they may create.

I have read and do understand and accept the terms and conditions stated herein and acknowledge that this agreement shall be effective and binding upon my heirs, assigns, personal representatives and estate, and for all members of my family, including minor children.

Therefore, for myself/my child, I knowingly and voluntarily assume all risks involved in my/my child's participation, and do hereby release and promise to defend, indemnify, and hold harmless, Heartland and its members, trustees, officers, employees, volunteers, independent contractors, and agents from any and all liability, damages, costs and expenses arising out of or relating to bodily or psychological injury, or loss that may occur as a result of participation in Heartland Activities, whether such injury arises out of the negligence of Heartland, myself/my child, or otherwise.

I hereby give my permission to Heartland, Licensed by the State of Ohio and Morrow County, to secure emergency medical and surgical treatment.

Signature of Participant (Required)

Date

Signature of Custodial Parent/Guardian
(Required if participant is a minor)

Address

City

State

Zip

Phone: _____

Age of Participant if a minor: _____