TEACHER INFORMATION PACKET:  
Professor Valley field camp

PO Box 68, Moab UT 84532  |  435 259-7750
cfimoab.org  |  info@cfimoab.org
In this packet you will find information on:

- CFI’s Mission and Values
- Steps to organize a program
- Lead Teacher’s Role
- Tips for organizing field groups
- Student Registration Process
- Parent and chaperone roles
- Food and meals
- Gear Rental
- Risk management
- Tipi assignment guide
- Transportation Sheet
- Packing list

Thank you for providing your students with a memorable, educational, and empowering experience at Canyonlands Field Institute!

We know that it can be challenging to organize an overnight field trip for your students, so we are here to help. In this packet, you should find helpful information, checklists, and other documents that will answer questions and provide you with a framework for the trip.

If you have any questions or concerns during the planning processes, please call CFI at 435 259-7750, or email info@cfimoab.org.
Mission and Values

Our Mission
To provide quality outdoor education on the Colorado Plateau, to inspire care of wild places, and renew the human spirit.

Our Values

Respect: For each other and for the natural world. We believe healthy and vibrant human and natural communities are interconnected.

Reciprocity: We affirm the need to give back to the local, regional, and national communities that sustain us, both human and ecological.

Experiential Education: Empowering children and adults. Hands-on, place-based learning about the biodiversity, climate, geography, archaeology, and indigenous cultures of the Colorado Plateau generates a spirit of inquiry, confidence to face challenges and competence to solve problems.

Teamwork: Creating Tomorrow’s Leaders. We believe that children who learn the values of teamwork and collaboration become caring leaders and empowered adults who are more able to effect positive change in the world.

Reverence: We believe immersion in wild places is essential to the human spirit. Time spent on the Colorado Plateau brings awareness of forces greater than ourselves.

Responsibility: When children and adults connect with nature and understand it as a home shared with other living beings, they are moved to act for a sustainable future.

Diversity: As with ecosystem health, humans thrive in diverse and vibrant communities. We honor and embrace all of the expressions of human diversity.

Stewardship: We model successful and enduring stewardship of the land in our daily practice.
Steps to Organize a Program

We are here to help you every step of the way.

1. Browse our trip offerings on cfimoab.org, and decide which experience fits best with your educational goals.
2. Give some thought to a window of availability, and a rough amount of students you wish to bring. Remember: trip availability is subject to permits, current bookings, and group size.
3. Contact us at 435-259-7750 or info@cfimoab.org to learn more about curriculum and trip options.
4. Pay a deposit of 5 program fees to lock in dates for your trip.
5. Work with your school’s business office to ensure that the CFI contract is signed.

Take a deep breath - you're in!

Now, time to do some trip planning!

1. Keep your eyes open for an email from our reservations department with key information about how to register yourself and provide instructions and the registration link to parents and chaperones.
2. Keep your eyes open for an email from our education department to schedule your Curriculum Questionnaire. This allows us to ensure that program content best aligns with your classroom objectives.
3. Organize pre and post trip travel logistics, and send us your transportation form.
4. Recruit and brief the required number of chaperones (1 chaperone to 12 participants).
5. Organize Field groups and Tipi groups.
6. Discuss behavior and community expectations with your students.
7. Communicate with parents about logistics, forms, and other questions. You can also direct parent questions to info@cfimoab.org

...and finally:

Stoke your students’ energy for a unique educational experience!
Every trip has a lead teacher who is responsible for facilitating communication between school administrators, parents, and CFI. Thank you for stepping up to lead your students. You are about to provide them with a memorable outdoor experience! The lead teacher is responsible for organizing transportation to and from our field camp site. The lead teacher also recruits and communicates with students, parents, and chaperones leading up to the trip regarding policies and expectations. Additionally, they are also responsible for communicating group needs to CFI. Leading up to the trip, CFI will contact the lead teacher to perform a curriculum questionnaire, which allows us to tailor our programs to your group’s needs. Closer to the trip, the lead teacher can expect a check-in call to verify times, numbers, gear needs, and other crucial details.

We know that leading students on an overnight field trip can be an ambitious undertaking, so please feel free to reach out to CFI by phone or email with any questions or concerns you have about your upcoming trip. Thanks again for providing your students with this experience.

**Teacher Timeline**

- **Reserve your dates by paying deposit**
- **Within 30 days of deposit paid:**
  - Contract sent to administrator
- **90 days before program starts:**
  - Registration link and instructions will be sent to teacher
- **60 days before program starts:**
  - Transportation sheet is due
- **28 days before program starts:**
  - Final numbers due from teacher
- **15 days before program starts:**
  - Last day to receive refund from fees paid (excluding deposit)
  - All registration documents due
  - Final payment due
Tips for organizing field and tipi groups

Many of our activities from inquiry investigations to teambuilding games take place within the small field groups. When forming your student field groups please consider the following:

- Groups should be as equal in number as possible.
- Groups should disrupt pre-existing friend groups or cliques to allow growth through inclusivity.
  - This is a tough line to tread, as placing one good friend within a group can allow a shyer student to feel more comfortable.
  - Keep in mind parings or partnerships that will distract the other students or cause disruptions within lessons.
- Parent chaperones may not be in the same groups as their kids.
  - This can increase homesickness in the other students, as well as prevent the student with the parent present to learn and grow outside a familiar environment.
  - Exceptions can be made for students with special needs.

A note on the Tipis:
We have 5 person tipis and 3 person tipis. Use the handy tipi guide in this packet to arrange sleeping groups. Keep in mind that nighttime supervision falls under the responsibility of teachers and chaperones.

Pro Tip...
Sleeping outside can be scary! We have seen success when teachers use field groups to challenge students socially, but have kept friend groups intact for overnight time in the tipis.
As lead teacher, you are in charge of making sure yourself and your participants are fully registered for the CFI Program. After we receive your deposit, you will be sent registration instructions to pass along to your students' families. By following the link included within these instructions, you and your participants will be guided through the completion of required information. These include an Assumption of Risk Waiver as well as a Registration Form. Every participant must be fully registered with completed forms prior to the start of any CFI program.

Keep in mind that we are here to help you with this process. Feel free to email info@cfimoab.org with any questions about the registration process.

**Participants without the required forms will not be allowed to participate in any aspects of the CFI program**

**Chaperone duties**

_A chaperone is any adult, parent, or teacher who joins their group for a CFI program._

Thank you for taking time away from home to join us as a chaperone -- chaperones and teachers are a crucial part of a successful CFI trip. Because chaperones generally know students well, their guidance is helpful and informative to CFI educators.

We seek to highlight peer to peer discussion, asking questions, making observations, and developing connections. Chaperones should dive headfirst into these activities, pair up with students who are left out, and act with enthusiasm, while respectfully letting students develop their own thoughts or conclusions.
Chaperone duties, continued

A chaperone also serves as a role model for the students. Chaperones are assigned to field groups at the beginning of the program (if applicable) and are asked to stay with that group for the whole trip. Oftentimes, a new or deeper respect develops between a student and a chaperone over the course of the trip.

Chaperones play an important role in enhancing your students' experience. Please share these tips and responsibilities with your chaperones.

Pro Tip...

It can be hard to lead a discussion among students. Here are some questions we use all the time in the field that might help your students engage!

- What do you notice about that?
- What are you wondering about it?
- Interesting idea, what is some evidence for it?
- What else do you know about that?
- What makes you so sure about this?

In general, chaperones should be sharing an educational journey with their students, figuring things out alongside kids in a way that supports growth and confidence.

The expectations and duties of chaperones are as follows:

- Chaperones are directly responsible for student safety and management during free time and night time.
- Chaperones are expected to participate in or be present for all programs including hiking.
- If there are any medical needs or emergencies, chaperones will alert the CFI staff as soon as possible.
- Cell phones are acceptable for chaperones to use. Please respect our unplugged philosophy by using them for cameras only or out of view of the students.
- Chaperones may not consume alcohol or illegal drugs during a CFI school trip.
- Chaperones are responsible for properly distributing student medication.

Are your chaperones prepared to engage with students, participate in field programs, and perform the chaperone duties?
All overnight CFI trips include meal service. We serve breakfast, lunch, dinner, an AM and PM snack, and an appetizer before dinner. Breakfasts and dinners are usually hot, and lunch is packed for the trail. CFI is able to make accommodations for allergies and dietary restrictions. Students are also allowed to bring their own snacks to Professor Valley Field Camp which will be placed in an accessible critter-tight bin in the kitchen. There is no food permitted in tipis or tents. For Professor Valley Field Camp, we will provide food from dinner on your first day to lunch on your last day.

With notice, we can accommodate for various dietary restrictions. The registration form opportunity to share dietary information ahead of time to ensure their needs are met.

At Professor Valley Field Camp, participants sleep on cots inside our tipis and do not need tents. PVFC participants will only need a sleeping pad and a sleeping bag.

Sleeping bags cost $20/trip. Sleeping pads cost $7/trip. These options will be available during the registration processes.

Pro Tip...
Proper preparation prevents poor performance! Go over the attached gear list with your students to confirm they have everything they need to be happy in the outdoors.
Outdoor environments can be dynamic and unpredictable. Here are some of the ways CFI addresses and manages risk.

- The trip will be managed by a Trip Leader who has a Wilderness First Responder certification, and who has been trained and evaluated by CFI as possessing the experience and skills necessary to manage risk during the trip.
- All CFI educators have certifications in wilderness medicine.
- There are certain risks associated with participating in CFI programs. Please carefully read the Assumption of Risk Waiver before signing it.
- Encourage honest and accurate completion of the medical questions on the registration form. This form is designed to provide information to CFI guides in case of an emergency. The more accurately you respond to the form, the better equipped we are in case of an emergency.
- The proper administration of student medication is the responsibility of your group Chaperones.

Questions? We are here to help.
Talk to a lead guide or educator by calling 435 259-7750

CFI trips are unplugged.

We know that it can be difficult to leave the phones behind. However, all of our student experiences are unapologetically unplugged. We do realize that our world is growing increasingly connected, and are OK with chaperones bringing along cell phones to use as cameras, or to use out of the sight of students.

CFI is an organization that promotes connection between students and each other, and connection between students and their natural world. While kids may struggle with the concept of being phone-free for a few days, at the end of the trip, we have seen countless examples of students who express gratitude for the time spent away from their phones and with each other. Help us enable these connections!
Thank you!

Without your efforts as Lead Teacher, this trip would not happen. We are incredibly grateful for your commitment to providing this opportunity for your students. Keep in mind that we are here to help you along this journey! Feel free to reach out to us:

P.O. Box 68, Moab UT 84532
800-860-5262 • 435-259-7750
cfimoab.org • info@cfimoab.org

Connecting People and Nature: History, Education and Adventure

More great CFI programs:

Summer Camps:
- Adventure Day Camp
- Explorer Base Camp

Guide Training Programs:
- Native Teen Guide in Training
- Summer Guide in Training

Educator Apprenticeship:
- Unique seasonal employment opportunity to build professional education skills
- Housing provided in Moab, UT

Adult Seminar Programs:
- Ideal for life long learners
- Overnight camping, lodge based, or truck supported expeditions
- Led by guest experts in archeology, geology, history, and indigenous lifeways

Private family and group trips:
- Reconnect with family or friends
- No experience or gear required
- CFI naturalist education

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PVFC Tipi Map

1:

2:

3:

4:

5:

6:

7 (removed from cluster):

8:

9:

10:

11:

12:

13:

14:

15 (removed from cluster):
Canyonlands Field Institute Transportation Logistics Sheet

Please return this form no later than 60 days prior to your arrival.

Name of School or Group: ________________________________

Dates of Program: ________________________________

Location and Trip: ________________________________

DATE SHUTTLE NEEDED:

Travel Plans to our area:
(Date and method of departure from your home; where you will be the night before you meet our program.)

Trip Transportation and Shuttle Plan:
(River Trips will require you to have your vehicles shuttled from the put in location to the takeout location. Additionally, the River day for PVFC programs require shuttles. Contact us if you have questions about arranging shuttling)

TYPE OF SCHOOL OR GROUP VEHICLE(S): ________________________________

NUMBER OF SCHOOL/GROUP VEHICLE(S): ________________________________

Are CFI employees authorized to drive your vehicles for shuttle purposes? Yes / No

If so, provide the name, address, phone number AND insurance number of your carrier:

CFI Auto and Liability Insurance Carrier is Church Mutual Insurance Company

Sylvi Fae, 888-842-1156, sylvifae@adventsure.com

Please call 435-259-7750 if you have questions about your particular trip.
Canyonlands Field Institute Packing List:  
Professor Valley Field Camp

PVFC is located in Professor Valley, about 45 minutes away from Moab, Utah. Our climate is variable with the potential for both extreme heat in the day and cold nights. Despite being in the desert, rain is always a possibility. Since PVFC is in a remote area, proper gear and clothing is essential for safety and comfort. PVFC students will be hiking, spending time at camp, and whitewater rafting. Students will be encouraged to explore and get dirty, so as a general rule, please do not bring anything new or fancy. If you do not own something on this list, please reach out to us! We have clothing and gear you may be able to borrow.

**Clothing Items**
- Raincoat
- Rain pants
- Warm overcoat
- Warm layer
  - Fleece, sweatshirt, other warm top
- Shirts
  - Hiking time
  - Camp time
  - Bed time
- Pants
  - Hiking time
  - Camp time
  - Bed time
- Shorts
  - Hiking time
  - Camp time
- Swimwear
- Underwear
  - Enough for 5 days
- Socks
  - Enough for 5 days
- Hats
  - Warm hat
  - Sun hat
- Gloves

**Gear Items**
- Daypack
- Sunscreen
- Water bottles
- Room for a packed lunch
- Hiking/Walking shoes
- River shoes: any shoes you don’t mind getting wet  
  - Sandals must have a heel strap, no flop flops on the river.
- Toiletries
  - Toothbrush/toothpaste
  - Bug spray
  - Chapstick
  - Personal health items
- Headlamp or flashlight
- Sleeping Bag (rental available)
- Sleeping Pad (rental available)
- Small Pillow
- Sunglasses
- Face Masks, at least 2

- Personal Medication, packaged with name and dosage

Rental options available at registration
Optional Items

- Binoculars
- Journal
- Books
- Acoustic musical instruments
- Stuffed animals
- Camp shoes

Flip flops are ok around camp but not allowed on the river or for hiking activities.

- Personal Snacks

Allowed but not necessary: CFI provides 3 meals, AM and PM snacks, and an appetizer before dinner.

- Things you might want to bring for a talent show!

Things to leave home

- All electronic devices
- Yes, including phones
- Pocket Knives
- Mess kit / silverware
- Matches / lighters

Pro Tip...gear management

We recommend bringing some clothing exclusively for active day time, and other clothing exclusively for camp down time and sleeping. Once you finish the day’s activities, you can hang your daytime clothes on a line so that they are dry and ready for you the next day. Dividing your clothes will go a long way to promoting personal hygiene.

We are excited to see you soon!!