TEACHER INFORMATION PACKET:
Overnight River Programs

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 the registration link to your 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. Discuss behavior and community expectations with your students.
6. 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!
LEAD TEACHER'S ROLE

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 the boat ramp for the trip launch as well as from the take-out ramp. Reach out to us if you are interested in reserving a shuttle service to transport vehicles from launch to take-out. 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 you to perform a curriculum questionnaire, which allows us to tailor our programs to your group’s needs. Closer to the trip, you 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
Welcome to expedition education!

Expedition based learning offers countless ways to interact with our surroundings. We are excited to take your kids down river!

Canyonlands Field Institute river trips are designed to explore our area's beautiful riverways while teaching about the incredible surroundings and cultural history of the area.

River trips offer the perfect combination of camping amenities like a full kitchen to produce fresh, cast iron cooking, and enough space on boats to carry everything we need to enjoy the outdoors. Students will begin each day with breakfast, work as a team to break down camp and rig boats, and spend the day exploring the river, hiking side canyons, and discovering culture. In the afternoon, we will unload the boats, cook a delicious dinner, and enjoy camp life.

What will your students do on a river trip?

On river trips, students are as much a part of the expedition as the guides. In addition to the lessons and explorations, we encourage students to play an active role in their adventure.

Some of the ways we encourage students to contribute:

- Students are divided in to rotating crews that assist guides with cooking, dish washing, and other tasks
- Students are taught to learn with each other, engage peers in discussion, and use evidence to support claims
- Students are taught to manage their own gear, maintain a clean and organized camp, and contribute to a common goal

Some of the student outcomes of field based learning:

- Increases in Social and Emotional skills like self management, group awareness, and responsible decision making
- Development of teambuilding and leadership skills
- Increased technical skills in commercial cooking, whitewater boating, and camping
- Deepening of connections to and respect for their peers
- Appreciation for nature, unplugged exploration, and cultural history
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.
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.

**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.

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

**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 trail style. CFI is able to make accommodations for allergies and dietary restrictions. Because of limited secure dry space on boats, students are not permitted to bring their own food on a CFI river trip. Generally, we will provide food from lunch on launch day to lunch on take-out day.

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

CFI offers the opportunity to rent 2-person tents, sleeping bags and sleeping pads for all trips. On river trips, tents, sleeping bags, and sleeping pads are required.

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

cfimoab.org | (435) 259-7750
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 Transportion 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, sylvifa@adventsure.com

Please call 435-259-7750 if you have questions about your particular trip.
Canyonlands Field Institute Packing List:
Overnight River Trip

Thank you for choosing CFI for your adventure! The Colorado Plateau 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 we may be traveling in remote areas, proper gear and clothing is essential for everyone’s safety and comfort. We may be hiking, spending time at camp, and whitewater rafting. You never know what can happen, so as a general rule, please do not bring anything new or fancy that you aren’t willing to get dirty or lose!

On river trips, you will be given a large dry bag at the beginning of the trip. This will serve as a “checked bag” that is rigged down and inaccessible during the day. Each boat will also have dry “carry-on bags” where you can store things you need during the day such as sunscreen and layers.

**Clothing Items**
- Raincoat
- Rain pants
- Warm overcoat
- Warm layer
  - fleece, sweatshirt, other warm top
- Shirts
  - Boating time
  - Camp time
  - Bed Time
- Pants
  - Boating time
  - Camp time
  - Bed time
- Shorts
  - Boating time
  - Camp time
- Swimwear
- Underwear
  - Enough for trip length + extra
- Socks
  - Enough for trip length + extra
- Hats
  - Warm hat
  - Sun hat
- Gloves

**Gear Items**
- Sunscreen
- Water bottles
- 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
- Small Pillow
- Sunglasses
- Face Masks, at least 2
- Sleeping Bag (rental available)
- Sleeping Pad (rental available)
- Tent (rental available)
- Personal Medication, packaged with your name and dosage

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**Pro Tip...dress like a guide**

You are likely going to spend most of the day on the water. Sun protection is required. Most sunscreens require application every couple hours to work. Choosing to cover up with long sleeve lightweight clothing will protect you from the sun more effectively.
Optional Items

- Binoculars
- Journal
- A Book
- Stuffed animals
- Camp shoes

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

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 daytime, and other clothing exclusively for camp down time and sleeping. Once you make camp, 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!!