

Responsibilities & Guidelines for recruiting cabin leaders for Shady Creek

If there are multiple schools attending Shady Creek, each school is responsible for recruiting their own cabin leaders at a 1:7 ration for girls and a 1:9 ratio for boys. We encourage you to bring 2 or 3 extra CLs as a buffer encase someone drops out, gets sick or has to leave Shady Creek mid-week. If schools would like to work together to recruit their cabin leaders that is okay but not required.

It is the responsibility of the school to provide all necessary paperwork to the CLs. This includes the cabin leader applications, cabin leader responsibility contracts, health forms and handbooks (please print for each CL). Please ensure the CLs bring their copy of the handbook to Shady Creek so they can use it as a resource during their week. These forms are all located on the google classroom and our website.

We recommend you should be in touch with the high school *at least* six weeks ahead of the application deadline, but the earlier the better. Fridays are good deadline days. The week following the deadline is when student interviews should be conducted, usually a Wednesday, Thursday or Friday. Please arrange the interview date at the time of first contact. If the interviewer would like face pages from AERIES for each interviewee, please request this information in advance of the interview day from the High School.

Once you have selected your Cabin Leaders please provide them with all the required paperwork i.e responsibility contracts, health forms and handbook. The Wednesday prior to arriving at Shady Creek there will be a Cabin Leader Training via zoom hosted by a Shady Creek Naturalist. The specific date, time and zoom link is located on the announcement page of the google classroom. We encourage you to invite all the CLs to your school and join the meeting on one screen. Please plan on collecting ALL paperwork from the CLs during the training. DO NOT rely on cabin leaders to bring their own forms to Shady Creek. We would like either the teachers or visiting admin to bring the CL paperwork to Shady Creek on arrival day to ensure it arrives. Any missing paperwork or signatures will be the schools responsibility to obtain or the CL will not be allowed to stay.

A complete list of students, who have been selected as cabin leaders, must be provided to the high school so arrangements can be made for necessary district and school paperwork (field trip forms). On the morning of departure for Shady Creek it is the responsibility of the school to take roll for all cabin leaders and phone the attendance to the high school where each student attends.

Example of timelines if Shady Creek dates are March 21-24

February							March						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6			1	2	3	4	5
7	8	9	10	11	12	13	6	7	8	9	10	11	12
14	15	16	17	18	19	20	13	14	15	16	17	18	19
21	22	23	24	25	26	27	20	21	22	23	24	25	26
28	29						27	28	29	30	31		

Feb. 15: Make contact w/ high school. Provide them with information & send applications

Feb. 26: Application deadline

Mar. 2-3: Interviews

Mar. 7-9: Send list of selected cabin leaders to high school staff person and provide ALL necessary forms to selected cabin leaders

Mar. 14: Remind CLs to complete ALL paperwork and turn in at training on Wednesday

Mar. 16 @3:45pm: Cabin Leader Training via zoom

Mar. 21: Depart for Shady Creek