



CHESAPEAKE BAY FOUNDATION
Saving a National Treasure

Dear Teacher/Group Leader:

Congratulations on your upcoming Chesapeake Bay Foundation education program! Enclosed are your contract and pre-trip packet. **PLEASE READ YOUR CONTRACT THOROUGHLY, SIGN AND RETURN TO CBF (with deposit, if applicable).** If you have questions about billing, scheduling, or cancellations, please contact the Education Program Scheduling Office at 800/445-5572.

Your pre-trip packet contains the following important information that will make your experience fun and rewarding: Site Directions, a *Health Form*, a letter to parents about the upcoming program, and a program overview. In addition, the pre-trip packet also includes a *Participant Information* sheet that details what students need to bring and wear for the trip and the *CBF Policies* sheet that details scheduling/cancellation policies, teacher responsibilities, and chaperone guidelines. **Please review the enclosed information with participants/students, send it home to parents, and provide it for all chaperones, to ensure that participants will be dressed appropriately and know what is expected of them.**

We will be contacting you approximately two weeks before your program to discuss the logistics and content of your program. Please advise us of any related topics you are covering in class so that we can work with you to create a relevant field experience for your group. In addition, please provide us with the following information by the time we contact you:

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| √ number and gender breakdown of participants | √ location (1 day trip only) |
| √ arrival and departure time | √ specific educational goals for the trip |
| √ pre-trip activities you have completed | |
| √ post-trip activities you plan to complete | |

As the lead teacher or group leader, you are expected to participate fully in the trip. This program is your opportunity to teach with Chesapeake Bay Foundation staff by leading a planned activity, facilitating a discussion, running a lab project, or introducing post-trip activities.

Sincerely,

Yancey Powell
Program Manager
Hampton Roads Boat Program
Ypowell@cbf.org
Boat Cell: 757-871-1003