Cabin Leader Handbook
San Mateo Outdoor Ed

SHARE
Dear Cabin Leader,

Welcome to the San Mateo Outdoor Education (SMOE) staff. You are about to participate in a rich and rewarding experience. Cabin leaders are a vital part of the SMOE program which is a week-long residential outdoor school for 5th and 6th graders. Your week at SMOE will give you a unique opportunity to learn more about yourself and children and to gain valuable leadership skills.

Your contribution as a cabin leader is essential to provide a quality Environmental Education program. The cabin leader’s most important responsibility is assisting with the supervision necessary to maintain the health, safety, and general well-being of the students. More specific duties include living with the students, accompanying and assisting classes, supervising shower time and meals, and coordinating a cabin skit.

SMOE is a school that teaches children to respect themselves, other people, and the world around them. Along with the students, you will learn about the wonders of the natural world and our responsibilities toward a sustainable planet. You and the students in your cabin will also learn social living skills, share many experiences, and build life-long memories. You will share one week of your life with kids that will never forget you. Be prepared with an open mind, heart, and attitude.

This handbook will inform you of your basic roles and responsibilities as a cabin leader and answer questions you may have about your week at outdoor education. Please review these pages carefully prior to your arrival. Bring this handbook with you to Outdoor Education and carry it on the bus along with a bag lunch for orientation.

We truly appreciate your efforts and wish you the best in your experience as a cabin leader!

Sincerely,

Mark Nolan
Director
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What is a Cabin Leader?

Cabin Leaders take on the most challenging and important role at San Mateo Outdoor Education (SMOE). You will live with the students, organize activities for your cabin, and assist with hikes and evening programs. Being a Cabin Leader is a demanding and very rewarding task. For one week, children will become your highest priority.

The SMOE staff believes that high school students can learn a great deal as Cabin Leaders. We also want to make sure that students who are volunteering for this responsibility are ready and excited for such an opportunity. Please read the entire handbook to understand the various duties of a Cabin Leader. In addition, you will find various tips from the advice of past SMOE Cabin Leaders throughout the handbook.

Successful Cabin Leaders…

- Enjoy working with children
- Are enthusiastic
- Are responsible and organized
- Are willing to explore and enjoy nature
- Are open minded
- Are good at communicating
- Are positive role models
- Are firm, fair, and friendly
- Ask for help when needed
Cabin Leader Responsibilities

As a Cabin Leader at Outdoor Education, you will be given a cabin of up to 17 students to supervise. Your job will be to ensure your students’ safety and guide them through their week-long stay at our program. It is important to help create a positive learning community for the students. The most important roles of a Cabin Leader are:

• **Supervise the students at all times.** Children must always be with a leader to make sure they are safe and following rules.

• **Be a positive role model.** Students are easily influenced by the behavior of their cabin leader. If you maintain a positive attitude, they will do the same!

• **Set and maintain boundaries for student behavior.** You must become a leader for the cabin, not a friend. You will have to enforce rules and follow through with appropriate discipline when necessary.

• **Communicate, Communicate, Communicate.** Regular check-ins with the Outdoor Education staff and teachers will allow opportunities to share concerns about student health and behavior.

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**Role Modeling**

<table>
<thead>
<tr>
<th>Positive Influence</th>
<th>Inappropriate</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Participate in activities</td>
<td>- Roughhousing</td>
</tr>
<tr>
<td>- Display enthusiasm</td>
<td>- Foul Language</td>
</tr>
<tr>
<td>- Follow rules</td>
<td>- Helping spread rumors</td>
</tr>
<tr>
<td>- Be polite at meals</td>
<td>- Discussing violence or gangs</td>
</tr>
<tr>
<td>- Dress appropriately</td>
<td>- Joking about sex, gender, race, etc.</td>
</tr>
<tr>
<td>- Listen to announcements</td>
<td>- Telling scary stories</td>
</tr>
<tr>
<td>- Respect teachers and staff</td>
<td>- Promoting cabin rivalry</td>
</tr>
<tr>
<td>- Be considerate of people’s feelings</td>
<td>- Yelling or losing your temper</td>
</tr>
</tbody>
</table>
Discipline

At Outdoor Education, you are responsible for the physical and emotional safety of your cabin group so you must monitor and correct the behavior of the students. When behavior problems arise, you can use these tips to handle your students.

- **Tell the students exactly what you expect.** Be sure that you are very clear and that they understand. Set your tone early.
  Example: “It is time for lights out, and I want you to stop talking now.” rather than “Behave yourself.”

- **Praise** students when they are doing what you have asked. By acknowledging positive behavior first, you often eliminate the need to correct negative behavior.
  Example: “Thank you John and Mike for getting ready for bed so quickly.”

- **Enforce a consequence** if students are not following a rule. Repeated warnings will not change the students’ behavior so you have to follow through. Be clear in pointing out the consequence if the students choose not to behave appropriately.
  Example: “Since you are choosing not to listen to my directions, you need to sit out for the rest of this game.”

- **Be kind, but firm.** A good leader will be friendly with students while at the same time set clear boundaries and expectations.
  Example: “I would really like to continue this hike with you. Do you think you can continue it without throwing any more sticks?”

- **Be consistent and fair.** Nothing is more confusing to students than a leader whose standards are constantly changing. Treat all children equally.
  Example: “I realize everyone would like to go first. So, I’ll pick a number between 1 and 20, and the person with the closest guess will start.”

**Ideas for Reinforcing Appropriate Behavior**

<table>
<thead>
<tr>
<th>Positive Consequences</th>
<th>Negative Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Compliments &amp; Thank You’s</td>
<td>- Sitting out of activities</td>
</tr>
<tr>
<td>- Awards for your cabin banner</td>
<td>- Strike/Warning</td>
</tr>
<tr>
<td>- Games during cabin time</td>
<td>- Referral</td>
</tr>
<tr>
<td>- First to shower</td>
<td>- Separate friends</td>
</tr>
<tr>
<td>- Special jobs for students</td>
<td>- Lose a privilege: (last in line, early to bed, no flashlight....)</td>
</tr>
<tr>
<td>- Feedback to teachers</td>
<td></td>
</tr>
</tbody>
</table>
The Strike System

We have a system of consequences for negative behavior called the Strike System. We use this system to make sure all students, Cabin Leaders and staff feel safe and respected. Here’s how it works.

If a student breaks an Outdoor Ed rule OR a cabin rule that your students have agreed to, then you should give that student a strike. Strikes can be given to any student even if they are not in your cabin.

Giving strikes doesn’t make you a mean Cabin Leader!

Strikes help enforce necessary boundaries, so when you give a strike, you’re helping keep all students safe.

How to give a strike

- remove student from the group in a discreet manner
- use a calm tone of voice when giving strike
- make sure students understand why they received the strike
- record all the details about why the student received the strike on the strike sheet

The first two strikes a student receives are warnings. A discipline referral doesn’t happen until the third strike, but you will record all strikes on your Cabin Strike Sheet. Please don’t give warnings for strikes! A strike is a warning.

Some behaviors can lead to automatic discipline referrals, for example:

- Fighting/pushing/kicking
- Roughhousing
- Harassment
- Bullying

When you record a strike, please neatly write down as many details as possible. When did the strike happen? What did the student do? Who gave the strike?

<table>
<thead>
<tr>
<th>Student name</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alyssa</td>
<td>1) Talked with bunk-mate after lights out. Strike given by CL.</td>
<td>2) Ran ahead of group on way to dining hall. Strike given by CL.</td>
<td></td>
<td>3) Strike from naturalist. Talking while gardener was trying to teach.</td>
<td></td>
</tr>
</tbody>
</table>
Referral System

A referral is for when a student receives three, six, or nine strikes, or has been given an automatic referral. Consequences build as the amount of referrals increases. Don’t feel bad for giving referrals, it is for the safety of the student and those around them.

When a student receives a referral, you must bring them to the main office, Gyro. The best time to do this is after meals or after trails because you will be near Gyro already.

**First Referral (3 strikes):**
- Rules are discussed
- Behavior contract is completed
- Student misses 30 minutes of free time

**Second Referral (6 strikes):**
- Rules are discussed
- Behavior contract is completed
- Student misses 2 hours of free time
- Parents/guardians are called

**Third Referral (9 strikes):**
- Rules are discussed
- Behavior contract is completed
- Student is picked up to go home

This is an example of what a student would receive during a referral.

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**REFERRAL # 1:**

1. Talked with bunk-mate after lights out. Strike given by CL.
2. Ran ahead of the group on the way to the dining hall. Strike given by CL.
3. Strike from naturalist. Talking while gardener was trying to teach.

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**A. Why was I sent to Gyro (Principal’s Office)? What rules did I break?**

1. 
2. 
3. 

**B. How can I improve my behavior?**

1. 
2. 
3. 

Student Signature ______________________ Date ____________
Student Rights and Responsibilities

- Each student has the right to feel safe and respected. Therefore, each student has the responsibility to be respectful towards everyone. No one should be made to feel uncomfortable or threatened.

- Each student has the right to enjoy the outdoors and facilities at Outdoor Ed. Therefore, each student has the responsibility to not disturb the natural environment and to maintain the facilities.

- Each student has the right to learn and enjoy activities. Therefore, each student has the responsibility to safely participate in activities, follow all directions, and allow others the opportunity to learn.

Specific Outdoor Education Rules

1. Stay with an adult leader at all times.
2. Cooperate with your leader and follow all directions.
3. Respect all students and staff members. Avoid using put-downs, name calling, or hurting other people’s feelings.
4. Keep your hands and feet to yourself. Fighting will result in being sent home.
5. Respect others belongings. Avoid touching others’ hats, clothing, sleeping bags, and personal belongings.
6. Avoid using foul and inappropriate language and gestures.
7. If you have a disagreement with someone, find a way to talk it out peacefully.
8. Stay on the trails and behind your leader. Do not climb trees, logs, or fences.
9. Avoid running unless it is part of an activity.
10. Participate only in safe and supervised activities. Avoid jumping on beds, pillow fighting, roughhousing, or play fighting.
11. Enter only the cabin to which you are assigned.
12. Leave sticks, rocks, and other objects on the ground.
13. Keep noise moderate, and respect cabin quiet hours.
14. Leave all food items, money, knives, and electrical devices at home.
15. Allow plants and animals to remain undisturbed by people.
Your Role in Student Health and Safety

1. Prevention
Encourage wearing layers, drinking water, washing hands, and following safety rules.

2. Communication
Regardless of whether it is a minor or major injury or illness, your job is to communicate to a staff member or teacher. Tip: Send two responsible students to get help if the student can’t move or if you are a solo Cabin Leader.

3. Check Wet Beds
Kids can have accidents, so be sure to check for wet beds before you leave for breakfast every morning. In order to check the beds discreetly, follow these steps:

1. Ask your students to wait outside the cabin. Say you left something behind or you’re straightening beds for the clean cabin award.

2. Quickly feel for wet spots above and below all sleeping bags.

3. Place a shoe in the middle of any wet bunks.

4. Tell the healthcare specialist at breakfast that you have a wet bed.

Other Morning Tips:
* If you can quietly start getting ready in the cabin before the students, do it! This will allow more time to focus on the students after 7 AM
* Wake up slower students first
* Students that are ready first can clean up for the clean cabin award
Trails and Activities

During trail hikes and night activities, you will be responsible for management of all students, not just your cabin. The naturalists need help to make activities successful, so be a leader and an educator. Your key responsibilities during activities are:

1. Help children focus on the Naturalist’s lesson.
   Set the expectation by focusing and participating in silly activities.

2. Help the Naturalist maintain good discipline.
   Enforce rules, use positive discipline, and inform the Naturalist of any serious discipline issues.

3. Be a Teaching Assistant.
   Help lead activities, talk about your own knowledge with kids, and ask ahead of time about other ways to help.

4. Be a positive role model.
   If you seem excited about activities, students will mirror that energy. If you’re too cool for the activities, students will feel the same. Take advantage of the time you have to act like a 5th grader again!

Tips on Meals:
- Students should try a little bit to see if they like the food first
- Encourage your table to win the giant utensil by getting zero food waste or listening quietly to instructions

Beach Tip:
Pack bags with water and extra layers and socks for beach day
Cabin Naturalist: | Village Naturalists: | Cabins: | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|---|

### CABIN:

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day Activity</strong></td>
<td><strong>Day Activity</strong></td>
<td><strong>Day Activity</strong></td>
<td><strong>Day Activity</strong></td>
<td><strong>Goodbye!</strong></td>
</tr>
<tr>
<td><strong>Welcome!</strong></td>
<td><strong>Meeting at bus parking lot</strong></td>
<td><strong>Meet at Shipwreck</strong></td>
<td><strong>Meet at Small Campfire</strong></td>
<td><strong>Moving Out of Cabin:</strong></td>
</tr>
<tr>
<td><strong>Meal Duty:</strong></td>
<td><strong>Cabin Leader Meeting in Dining Hall</strong></td>
<td><strong>Meet at Shipwreck</strong></td>
<td><strong>Meet at Small Campfire</strong></td>
<td><strong>1. All Outdoor Ed. rules apply until students are on bus</strong></td>
</tr>
<tr>
<td><strong>Breakfast</strong></td>
<td><strong>Meet at bus parking lot or Discovery Hike</strong></td>
<td><strong>Meet at Shipwreck or Cabin Leader Meeting in Dining Hall</strong></td>
<td><strong>Meet at Small Campfire or Cabin Leader Meeting in Dining Hall</strong></td>
<td><strong>2. Pack luggage</strong></td>
</tr>
<tr>
<td><strong>Midday Snack</strong></td>
<td><strong>Meet at bus parking lot or Discovery Hike</strong></td>
<td><strong>Meet at Shipwreck or Cabin Leader Meeting in Dining Hall</strong></td>
<td><strong>Meet at Small Campfire or Cabin Leader Meeting in Dining Hall</strong></td>
<td><strong>3. Return backpacks, clipboards, alarm clocks, watches, rain coats, library books, etc.</strong></td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td><strong>Meet at bus parking lot or Discovery Hike</strong></td>
<td><strong>Meet at Shipwreck or Cabin Leader Meeting in Dining Hall</strong></td>
<td><strong>Meet at Small Campfire or Cabin Leader Meeting in Dining Hall</strong></td>
<td><strong>4. Clean cabin &amp; sweep floors</strong></td>
</tr>
<tr>
<td><strong>Night Activity</strong></td>
<td><strong>Meet at bus parking lot or Discovery Hike</strong></td>
<td><strong>Meet at Shipwreck or Cabin Leader Meeting in Dining Hall</strong></td>
<td><strong>Meet at Small Campfire or Cabin Leader Meeting in Dining Hall</strong></td>
<td><strong>5. Pick up litter outside of cabin</strong></td>
</tr>
<tr>
<td><strong>Meal Duty:</strong></td>
<td><strong>Meet at bus parking lot or Discovery Hike</strong></td>
<td><strong>Meet at Shipwreck or Cabin Leader Meeting in Dining Hall</strong></td>
<td><strong>Meet at Small Campfire or Cabin Leader Meeting in Dining Hall</strong></td>
<td><strong>6. Do a closing activity with students</strong></td>
</tr>
<tr>
<td><strong>Breakfast</strong></td>
<td><strong>Meet at bus parking lot or Discovery Hike</strong></td>
<td><strong>Meet at Shipwreck or Cabin Leader Meeting in Dining Hall</strong></td>
<td><strong>Meet at Small Campfire or Cabin Leader Meeting in Dining Hall</strong></td>
<td><strong>7. Wait for dismissal by a naturalist</strong></td>
</tr>
<tr>
<td><strong>Midday Snack</strong></td>
<td><strong>Meet at bus parking lot or Discovery Hike</strong></td>
<td><strong>Meet at Shipwreck or Cabin Leader Meeting in Dining Hall</strong></td>
<td><strong>Meet at Small Campfire or Cabin Leader Meeting in Dining Hall</strong></td>
<td><strong>8. Bring luggage to bus parking lot</strong></td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td><strong>Meet at bus parking lot or Discovery Hike</strong></td>
<td><strong>Meet at Shipwreck or Cabin Leader Meeting in Dining Hall</strong></td>
<td><strong>Meet at Small Campfire or Cabin Leader Meeting in Dining Hall</strong></td>
<td><strong>9. Put your luggage by school sign</strong></td>
</tr>
<tr>
<td><strong>Night Activity</strong></td>
<td><strong>Meet at bus parking lot or Discovery Hike</strong></td>
<td><strong>Meet at Shipwreck or Cabin Leader Meeting in Dining Hall</strong></td>
<td><strong>Meet at Small Campfire or Cabin Leader Meeting in Dining Hall</strong></td>
<td><strong>10. Bring kids to Artoreturn by 9:50</strong></td>
</tr>
</tbody>
</table>

### Meal Duty:

Your meal duty will be posted here.

### Campfire Guidelines:

- Create a song, poem or skit of a story.
- 2-3 minutes with a positive Outdoor Ed. theme. All students must participate. More helpful hints on back of sheet.

### Checklist:

**Before All Trails:**

1. Use bathrooms
2. Drink water & fill water bottles
3. Dress in layers
4. Check for wet sleep bags
5. Get excited!!!

**Night Activity**

- **9:00 p.m.** Bedtime Meds
- **9:30 p.m.** Lights Out!
### Four Day Schedule

#### Cabin Naturalist:

<table>
<thead>
<tr>
<th>Day</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>Welcome!</td>
</tr>
<tr>
<td>2:00 PM</td>
<td>DISCOVERY HIKE (wait in cabin for Naturalist)</td>
</tr>
<tr>
<td>4:00 - 4:30</td>
<td>Meet with naturalist at cabin</td>
</tr>
<tr>
<td>5:45 pm</td>
<td>DINNER</td>
</tr>
<tr>
<td>7:25 P.M.</td>
<td>Night Activity</td>
</tr>
<tr>
<td>9:30 p.m.</td>
<td>LIGHTS OUT! (REMEMBER BEDTIME MEDS)</td>
</tr>
</tbody>
</table>

#### Village Naturalists:

<table>
<thead>
<tr>
<th>Day</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>Welcome!</td>
</tr>
<tr>
<td>7:50 am</td>
<td>See CHECKLIST</td>
</tr>
<tr>
<td>8:50 Meet at bus parking lot or 9:10 Meet at Small Campfire</td>
<td></td>
</tr>
<tr>
<td>4:15-4:45</td>
<td>CL mtg in Gyr</td>
</tr>
<tr>
<td>5:45 pm</td>
<td>DINNER</td>
</tr>
<tr>
<td>7:25 P.M.</td>
<td>Night Activity</td>
</tr>
</tbody>
</table>

#### Meal Duty:

Your meal duty will be posted here.

#### Campfire Guidelines:

- Create Cabin Leader Meeting in Dining Hall
- Bring clipboard & contraband
- Your meal duty will be posted here

####CHECKLIST:

**Before All Trails**

1. Use bathrooms!
2. Drink water & fill water bottles
3. Dress in layers
4. Check for wet sleep bags
5. Get excited!!!

**Day 2:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50 Meet at bus parking lot or 9:10 Meet at Small Campfire</td>
<td></td>
</tr>
<tr>
<td>12:15 pm</td>
<td>LUNCH</td>
</tr>
<tr>
<td>4:15-4:45</td>
<td>CL mtg in Gyr</td>
</tr>
<tr>
<td>5:45 pm</td>
<td>DINNER</td>
</tr>
<tr>
<td>7:25 P.M.</td>
<td>Night Activity</td>
</tr>
</tbody>
</table>

**Day 3:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50 Meet at bus parking lot or 9:10 Meet at Small Campfire</td>
<td></td>
</tr>
<tr>
<td>10:00 Closing meeting with your naturalist</td>
<td></td>
</tr>
<tr>
<td>10:30 Luggage loading &amp; snacks</td>
<td></td>
</tr>
<tr>
<td>11:30 Buses Leave!</td>
<td></td>
</tr>
</tbody>
</table>

**Day 4:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. All Outdoor Ed. rules apply until students are on bus</td>
<td></td>
</tr>
<tr>
<td>2. Pack luggage</td>
<td></td>
</tr>
<tr>
<td>3. Return backpacks, clipboards, alarm clocks, watches, rain coats, library books, etc.</td>
<td></td>
</tr>
<tr>
<td>4. Clean cabin &amp; sweep floors</td>
<td></td>
</tr>
<tr>
<td>5. Pick up litter outside of cabin</td>
<td></td>
</tr>
<tr>
<td>6. Do a closing activity with students</td>
<td></td>
</tr>
<tr>
<td>7. Wait for dismissal by a naturalist</td>
<td></td>
</tr>
<tr>
<td>8. Bring luggage to the bus parking lot</td>
<td></td>
</tr>
<tr>
<td>9. Put your luggage by school signs before dinner</td>
<td></td>
</tr>
<tr>
<td>10. Bring kids to Arboretum by 9:50 at the latest</td>
<td></td>
</tr>
</tbody>
</table>

Thank you for a great week and for all your constant effort!

The O.E. Staff
Cabin Time

**Move-In Checklist**
- Play a “Name Game”
- Assign bunks (Pay attention to BB, BW, and SW on roster)
- Collect contraband - food, medication, electronics (cameras are ok)
- Write your cabin’s **Group Agreement**
- Get students ready for their hike - hiking shoes, bathroom, water bottle, layers

**Tip:**
- Make a count-off early on! It will help you keep track of students.
- Set a meeting spot close to where the luggage is. Less travel time = less chance of losing a student.

Cabin time is when you are responsible for developing activities for your students. Decide on what to do with your cabin based on the students’ energy levels. Well-organized activities can eliminate the time that students are without direction, thus reducing the potential for discipline problems. Here are some activity suggestions:

- **Plan and Rehearse your Campfire Skit**
  
  CAMPFIRE SNEAKS UP FAST SO PRACTICE! PRACTICE! PRACTICE!

- **Games**
  
  Group games are important in promoting cabin unity. Be sure that no roughhousing happens. Also, keep the games in the spirit of fun, avoiding games that create winners and losers. Promote good sportsmanship! Look for games that everyone can get involved in. Ask the students if they have games to play. They’re bound to have a few.

- **Read or Tell Stories**
  
  With the right planning, you could start a book on the first night and finish it by Thursday. Try to pick something you think will be interesting and hold their attention. As corny as it may seem, even fifth/sixth graders like being read to.

**Tips for getting students’ attention:**
- Call and response
  - if you can hear me, clap once
  - LIVE...OAK, MAPLE...SYRUP
- Count down from 10
- Cabin count off
Games

Name Games:

Name Memory
- Seat everyone in a circle.
- The first person says “My name is ____”.
- The next person in the circle repeats the first person’s name and adds their own. “My name is ____ , their name is ____”.
- Continue around the circle with each person adding their name until the last person has to repeat everyone’s name in order.
- Challenge Round example: My name is “____ and I like ____”. Now, each person repeats both the name and the hobby of each person.

Name Dance
- Get the students to stand in a circle.
- One person says their name and performs a small dance move or hand motion.
- Everyone else in the circle then repeats that person’s name and repeats the dance.
- This is continued around the room until everyone has gone once.

Time-Passing Games:

Mystery Circle
- Have your group sit in a circle with their hands behind their backs.
- One person is ‘IT’ and goes into the center. ‘IT’ closes ‘its’ eyes and counts to 20.
- A small object (stick, rock, ball, etc.) is given to one person in the circle.
- When ‘IT’ opens their eyes, they have three guesses as to who is holding the object.
- The group will try to pass the object completely around the circle.
- The object of the game is to avoid being caught with the object. If you are caught, you become ‘IT’ for the next round.

“Going on a Trip” Riddle
- The leader, “Mike” says, “I’m going on a trip, and I’m going to take a motorcycle.”
- The next player says an object and the leader either allows them to go or not by the object they say they are going to bring.
- The key is that the object’s first letter must be the first letter of the player’s name.
- If the player’s name is Kathy, and says she is taking her kitten, she is allowed to come. If she says she’s taking her cat, she’s not allowed to come.
- After everyone’s turns, see if students can figure out the key to the riddle

Ball Games
- SMOE has a basketball court and playing field as well as a selection of sports equipment (soccer balls, kickballs, etc.) located on the office porch.
- No cabin vs. cabin or school vs. school games allowed.
# Bedtime

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00pm</td>
<td>Arrive at cabin from night time activity</td>
<td>• Make students wait outside cabin for bedtime expectations or announcements</td>
</tr>
</tbody>
</table>
| 9:05pm - 9:20pm | Changing, brushing teeth, washing face, using the toilets | • Remind students that whisper time is approaching!  
• Encourage use of the toilet so there’s less of a chance that you’ll get woken up! |
| 9:20pm - 9:30pm | Whisper time, getting settled in bed, they can read quietly | • This is a time for ONLY whispers. Strikes are an option if students are not respecting this expectation. |
| 9:30pm - 7:00am | Lights off, quiet time- Students are in bed, only getting up to use the bathroom or if not feeling well. Only leaders are allowed to speak. | • Read a story, tell students that they can win the giant slipper award for being quiet.  
• Take away flashlights if they become a distraction. |

**SPECIAL SITUATIONS AT BEDTIME**

- Move troublesome students’ bunks away from each other or put them near a leader.
- Bedtime is a common time for homesickness  
  - Keep students focused on their positive experiences  
  - Be supportive, but firm. It is not an option to simply go home. *Nor is the student allowed to call their parents.*  
  - Ask for teacher or staff support for overly homesick students so you can focus on the larger group.
Showers

- **Your cabin has assigned mandatory shower times.** Only use the shower area assigned to your cabin. This can be found on your schedule.

- **Before your trip to the showers, set clear instructions for the students to follow.** Explain the importance of keeping the shower room clean, staying together as a group, and not losing personal belongings.

- **Students should take two-minute showers to conserve water and energy.** It saves time and stress for Cabin Leaders when showers are quick and efficient.

- **Students must shower.** If they have special needs that prevent them from showering with the group, please speak to a naturalist or teacher for assistance.

- **Students must be covered.** Encourage them to share swimsuits. There are extras in Gyro if that doesn’t work out.

  **TIP:**
  * Put shower items on beds in the AM so you can start showers quicker
  * Join the spa club! (Washing hair in the sink before shower)

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**Shower Checklists**

**Each student needs:**
- A change of warm clothes
- A towel
- Toiletries- soap, shampoo, hair brush, etc.
- Shoes on their feet
- A bathing suit

**At the showers:**
- Stay together. Students should always be with a leader.
- Only let as many people as there are showers inside the building.
- Leave the shower area neat and clean.
- Check for personal items left behind.
- Ask for help if needed! Naturalists and teachers will be patrolling around the shower locations and cabins to help out if needed
Campfire Skits

As a Cabin Leader, you are responsible for helping your students plan and practice for their performance for campfire. This is often the students’ favorite evening activity.

Campfire Skit Ideas:
- A typical day at Outdoor Education
- A SMOE game show
- Rewrite an appropriate popular song/cheer/rap to an Outdoor Education theme
- Share an animal or plant’s point of view about some event or place
- Write a poem and have each student say one line
- SMOE in the future
- Outdoor Ed news report

Dress Rehearsal Checklist
- Are all five skit requirements met?
- Are students facing the audience when they speak?
- Do students speak loud and clear?
- Have you avoided wasting resources?
- Do students know their lines? No improvising!
- No violent themes, crude jokes, or disrespectful stereotypes?
The quality of our program depends on the Cabin Leader. The Cabin Leader’s most important responsibility is to assist in maintaining the health, safety, and general well-being of the students. Specific duties include living with the students, assisting with lessons, supervising meals and showers, and coordinating a cabin skit. All staff members and teachers have participated in the evaluation of Cabin Leaders.

<table>
<thead>
<tr>
<th>PERFORMANCE STANDARDS</th>
<th>1=Exceeds expectations</th>
<th>2=Meets expectations</th>
<th>3=Needs improvement</th>
<th>4=Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>RESPONSIBILITY</strong> - takes job seriously; is safety conscious; is dependable; is prompt for all activities; supervises students at all times; asks for help when needed.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>2. <strong>CONTROL</strong> - sets limit clearly; gives direction to students; uses positive discipline techniques; provides group with activities during cabin time; organizes students to accomplish necessary tasks.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>3. <strong>COOPERATION</strong> - works well with others; accepts responsibility; listens to and follows instructions; communicates effectively with the other staff members.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>4. <strong>ENTHUSIASM</strong> - participates cheerfully, encourages involvement and excitement towards learning and participation.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>5. <strong>COUNSELING SKILLS</strong> - appropriately handles student problems (discipline, medical matters, homesickness, etc.); guides children fairly and consistently.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>6. <strong>INITIATIVE</strong> - takes charge of groups; seeks out children with special needs; takes advantage of study time.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>7. <strong>ROLE MODELING</strong> - has a good attitude; follows rules; demonstrates maturity; leads by example.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>8. <strong>EFFORT</strong> - seeks to improve personal skills and get involved in all aspects of the program.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

**COMMENTS:**

Completed by ________________________________ Date ________________________________

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A Program of the
SAN MATEO COUNTY OFFICE OF EDUCATION

The activities in this journal were developed by San Mateo Outdoor Education Naturalists with the input of environmental educators of other California Outdoor Schools.

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