

## Planning Steps for Outdoor School

August/September

Step 1: Choose a theme, theme song and theme scripture

Step 2: Create a flyer ad about outdoor school and email to all grade 5-10 teachers and pastors

The image shows a screenshot of an email and a flyer for Outdoor School. The email is from Rebecca Burton, dated Thursday, September 30, 2022. It contains an attachment titled "ODS Flyer 2022.pdf" (302.1 KB) and a message to teachers and pastors. The flyer, titled "OUTDOOR SCHOOL Camp Yorktown Bay May 2-6, 2022", features a green arrow pointing down to a list of activities and fees. Below the list is a large image of wrapped gifts. The flyer also includes a quote from 1 Peter 4:10 and the theme "Gifted".

**Outdoor School Flyer**  
Outdoor School Flyer  
Rebecca Burton <r...> Thursday, September 30, 20...  
RB  
ODS Flyer 2022.pdf  
302.1 KB  
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Dear Teachers and Pastors,  
Attached is a flyer with some Outdoor School information. Please distribute this to anyone you think may be interested in attending Outdoor School. The registration information will be emailed in January.

Thank you.

Rebecca Burton  
Administrative Assistant  
Education Office

**OUTDOOR SCHOOL**  
**Camp Yorktown Bay**  
May 2-6, 2022

"Each of you has been blessed with one of God's many wonderful gifts to be used in the service of others. So use your gift well."  
1 Peter 4:10

Grade: 5-8 Field Studies, Specialty Classes, Recreation, \$180 per person.  
Grade: 9-10 Assist with ODS, Specialty Classes, Recreation, \$75 per person.  
Specialty: Assist with ODS; No charge for those who help.

THEME: Gifted

Arkansas-Louisiana Conference of Seventh-day Adventists  
Education Office

October

Step 3: Design t-shirt

(We use Alisa Hall who is degreed in design/art. We pay her \$100 for her design.)

To: Alisa Hall <[alisahall@hotmail.com](mailto:alisahall@hotmail.com)>

Cc: Burton, Stephen <[sburton@arklac.org](mailto:sburton@arklac.org)>; Aaron Hall <[aaronhall\\_25@hotmail.com](mailto:aaronhall_25@hotmail.com)>

Subject: Outdoor School T-shirt design

Hi Alisa,

Would you be willing to design our Outdoor School t-shirt again this year? Our theme is "Gifted" with the theme text "Each of you has been blessed with one of God's many wonderful gifts to be used in the service of others. So use your gift well."

1 Peter 4:10. Our theme song will be "A Gift to You" by Frank Hernandez. The words are as follows—you've probably heard it. Here is a youtube link to it. <https://www.youtube.com/watch?v=ahs7jLxtGNY>. The date is May 2-6 and I would like the design by the end of February.

Please let me know if you will do this for us again. Thank you!!

November

Step 4: Put Outdoor school on the December Board of Education agenda for approval

November/Early January

Step 5: Line up instructors for five or six afternoon classes and the main morning and evening speakers.

Confirm with Renee Otts and Mary Womack on 8<sup>th</sup> grade and 9-10<sup>th</sup> grade programs (Afternoon classes are two hours each day on Tuesday, Wednesday and Thursday and have the same students each day. These classes are designed to give students an opportunity to develop skills in an area of interest. I use some teachers and other professionals for instructors.)

Resource people for instructors:

\*Canoeing: Rene and Kathy Zambrano, mobile (479) 427-2940, communicate by text

Wilderness First Aid/Survival: Crystal Beierle, mobile (817) 437-1288, communicate by text

\*Science/Physics/Chemistry: Ben Roy, mobile (423) 596-0730, [benroy@gosciencezone.com](mailto:benroy@gosciencezone.com)

Nature: Debra Rivera, she is a colleague of Ben Roy. Ask Ben how to contact her.

\*Archery: David Craig and Pastor Mike Martinez, mobile (225) 819-6651

Model Rockets/Kites/Pine Wood Derby/Sewing/Macrame: Joyce Fortner

Wood Carving/Wood Burning: Pastor David Farmer, mobile (318) 572-3059

Painting: Sharon Snow, mobile (870) 584-6694

Digital Photography: Pastor Ben Orian, mobile (479) 238-2822

You can check with teachers to see if they can teach an afternoon class.

\*These classes can be offered every year because the students really like them.

Morning and Evening Guest Speakers:

Ben Roy, science demos with a spiritual lesson.

Sally Streib, aquatic naturalist and children's author, mobile (760) 695-7165, email

[sally@seansee.net](mailto:sally@seansee.net)

David Craig, youth director

(I have used various pastors or retired pastors as guest speakers.)

David Farmer, a ventriloquist and puppeteer, Pastor Farmer also does magic tricks.

Richard Hall, retired pastor living in Hot Springs, mobile (501) 655-2157

Ron Ray, retired pastor living in Hot Springs, mobile (903) 245-5367

Keith Rusk, pastor that does magic tricks, [krusk@arklac.org](mailto:krusk@arklac.org)

Eighth grade program and 9-10<sup>th</sup> Program Leaders

Contact Renee Otts (8<sup>th</sup> grade) and Mary Womack (9-10<sup>th</sup> grade) and see if they are willing to continue leading out.

January

Step 6: Send out registration information to schools with a mid-March deadline. Confirm dates with CYB.

Outdoor School Registration

Rebecca Burton <[rburton@arklac.org](mailto:rburton@arklac.org)> Tuesday, January 11, 2022 at 10:41 AM

To: Dovee Boyett - Mountain Home Teacher (mebedove@gmail.com); Nimrod Acosta; +54 more


1. ODS Memo.doc 96.9 KB	2. Afternoon Class C... 244.4 KB
3. Service Camp Me... 811.9 KB	4. Student Informati... 49.9 KB
5. What to Bring List... 49.4 KB	6. What to Bring List... 37 KB
7. ODS Flyer 2022.pdf 255.4 KB	8. Consent to Treat... 50.9 KB
9. Registration-Dism... 228.9 KB	

[Download All](#) - [Preview All](#)

Dear Teachers and Pastors:

Attached is the Registration information for Outdoor School May 2-6, 2022. This is for students in grades 5-10. Please share this with any homeschool families in your congregations. Home school students will need to register with the nearest school so they will be covered by Insurance.

I need your completed Student Information Form returned no later than March 14, so you have time to get your school board approval, find drivers/sponsors, and so on. Please let me know if you have any questions.

  
Rebecca Burton  
Administrative Assistant  
Education Office

January/March

Step 7: Line up nine field study class instructors, find lifeguards and camp nurse (Field study classes are short 55-minute classes that students rotate through Tuesday, Wednesday and Thursday morning. Students take three classes each day making a total of nine different classes. These classes are primarily based on nature study.)

Field Study Class Resources:

We have a number of Project Wild books that have several lesson plans for field study classes. They are located on the top right shelf in the education office records room. There are also notebooks for several years of outdoor school with information on past field study classes.

Resource people for field study instructors:

Ben Roy, mobile (423) 596-0730, [benroy@gosciencezone.com](mailto:benroy@gosciencezone.com)  
Debra Rivera, she is a colleague of Ben Roy. Ask Ben how to contact her.  
Sally Streib, mobile (760) 695-7165, email [sally@seansee.net](mailto:sally@seansee.net)  
Phillip Walkup, CYB nature class, mobile (479) 366-9437, [pwalk66@hotmail.com](mailto:pwalk66@hotmail.com)  
Rusty Litten, CYB nature class, mobile (240) 522-9817, [rustylitten@yahoo.com](mailto:rustylitten@yahoo.com)  
Sharon Clark, retired teacher, mobile (501) 802-1977, [roses2776@hotmail.com](mailto:roses2776@hotmail.com)  
Pat Hall, retired teacher, mobile (501) 655-2156, [path1973@hotmail.com](mailto:path1973@hotmail.com)  
Joan Foss, retired teacher, mobile (423) 912-7621  
David Farmer, mobile (318) 572-3059  
Joyce Fortner, mobile (501) 412-6734  
Other K-10 classroom teachers (About half of the field studies are taught by K-10 teachers.)

Lifeguards: Crystal Beierle, mobile (817) 437-1288, communicate by text

Other lifeguards: Check with the local YMCA in Hot Springs, AR

Camp nurse: See if a nurse is coming with a school. Call Gina Webb, OAA NP (574) 274-2322

March

Step 8: Remind schools to turn in their registration paperwork on time

Late March

Step 9: Order t-shirts

We use Oasis Printing, Inc in Bossier City, LA (318) 841-270

Late March/Early April

Step 10: Email Linda Bray at Camp Yorktown Bay with a list of expectations, needs and total numbers (This is very important. Send an email listing all the facilities needed, the total number of people coming for food service, what special needs like hay for archery targets and the use of the big swing and pamper pole, etc.)

Early April

Step 11: Send schools an invoice for outdoor school expenses. Make checks out to Arkla Conference.

April

Step 12: Assign other jobs and duties to schools, teachers and adult sponsors. Prepare program guides. (This will take several days and lots of emails and phone calls. I usually take notes in last year's program guide on changes for the next year. Now that you have the registration information from each school, you have adult volunteers to help. It helps if you can match a person with a job that they are comfortable with. This takes a lot of communication, but it is worth it.)

PS: Tim, I know this is hiring time. Enjoy the rat race!!! OR try outdoor school in the fall.

1. Make any changes to the daily schedule
2. Decide on locations for worships (If outside, always have a rainy-day location planned.)
3. Decide on your recreation rotations and number of minutes (Have rainy-day options.)
4. Assign schools flag duties, song service and Friday clean-up duties
5. Decide on field study locations (The indoor location serves as a rainy-day location.)
6. Decide on afternoon class locations (Always have a rainy-day location planned.)
7. Assign students to field study groups
8. Assign students to afternoon classes trying to give everyone their first choice starting with seventh graders and working down to fifth graders
9. Assign schools to cabins. Sometimes smaller schools share a cabin. Sometimes schools with no male or female sponsor help each other.
10. Assign adults to motel rooms
11. Assign various jobs to teachers and adult sponsors
  - a. Need eight field study group leaders (Pair adult group leaders with their child)
  - b. Need kitchen help
  - c. Need adults to assist with eight grade program (Usually parents of 8<sup>th</sup> graders)
  - d. Need adults to assist afternoon class instructors
  - e. Need adults to assist field study class instructors (May be optional)
  - f. Need someone to run the camp store (Coordinate this with the youth director)
  - g. Need two or three waterfront spotters
  - h. Need three recess group leaders (I use teachers for this job)
  - i. If possible, assign each recess group leader an adult assistant
  - j. Assign kitchen meal serving duties (This is usually 9-10<sup>th</sup> graders)
  - k. Assign kitchen dish duties (Use adults and 9-10<sup>th</sup> graders)
  - l. Make sure you have enough transportation for 8<sup>th</sup> grade day trips

April

Step 13: Final preparations

1. Pick up t-shirts
2. Prepare recess group lists for fifth, sixth, and seventh grade and attach to clipboards
3. Prepare all male lists, all female lists, and other lists in the outdoor school notebook (Handlists are very helpful in emergency situations)
4. Print program guides for staff, grades 5-7, grade 8, and service camp (9-10<sup>th</sup> grade)
5. Order needed supplies (For example, additional arrows and targets for archery)
6. Gather outdoor school supplies and have them ready to transport to camp (Projectors, bows, arrows, rainy-day game supplies, Who's Who game supplies, clipboards, etc.)
7. Print a few copies of cabin assignments to post on the glass doors of the cafeteria, so schools waiting to register can know where they are staying and can move in first and register second

May

Step 14: Travel to CYB and set up registration and other areas as needed

(I would recommend arriving on Sunday, the day before outdoor school starts for your first year on your own. You will have to take care of your own food needs.)

1. Use the CYB office just to the left of the entrance to the cafeteria for registration
2. Organize t-shirts by school group, so they are easy to distribute
3. Have a copy of each school's invoice and mark paid when you collect their payment
4. Post copies of cabin assignments on cafeteria doors
5. Check class locations and make sure there are enough chairs and tables
6. Set up badminton stands and nets (One net is usually enough)
7. Check two-way radios and place on chargers
8. Evaluate any other possible needs and make a list of needed supplies

May/First Day of Outdoor School, Part 1

Step 15: Final preparations for Day 1 before the schools arrive

1. Secure any needed supplies in town if not able to on Sunday
2. Have a checklist for registration so you don't forget anything
  - a. Collect payment and give them a copy of paid invoice
  - b. Distribute t-shirts to the head teacher for the entire school group
  - c. Collect consent-to-treat forms and any medications for the camp nurse
  - d. Distribute program guides (have these sorted ahead)
  - e. Distribute radios to camp nurse, lifeguards, director, etc.
3. Make sure you know how to use the camp PA for announcements
4. Prepare Who's Who game supplies and store in your vehicle

May/First Day of Outdoor School, Part 2

Step 16: Schools arrive and program begins

1. As you register the schools, note on a staff program guide any students or adults that didn't come or any new ones that signed up late. The program director will need this information for the 3:30 pm staff training time.
2. Remind students to wear swimsuits to the 3 pm meeting. Adults bring program guide.
3. Make frequent announcements over the PA to remind campers of the time and to meet at camp counsel area at 3 pm

## May/First Day of Outdoor School, Part 3

### Step 17: The Welcome, The first program of outdoor school from 3:00 to 3:30 pm

#### Section 1 (This includes 8<sup>th</sup> graders and all adults)

1. Welcome and introduction of yourself and key staff, nurse, lifeguard, etc.
2. Welcome and call each school's name and have them stand up
3. Encourage everyone to read the program guide and be on time
4. Encourage everyone to take pride in your cabin and prepare for morning inspections. Point out cabin inspection checklist in the program guide. Cabins that get a perfect score for cabin inspections will receive a special treat for lunch.
5. Explain emergency procedures:
  - a. To reach the nurse
    - i. During the day may be in nurse's station to the left of the camp store
    - ii. Can be reached by radio from registration desk or the director's radio
    - iii. At night, will be in Boy's cabin 1A. Knock and say, "I need the nurse."
  - b. Bad weather procedures
    - i. During the day, shelter in place wherever you happen to be. Avoid rooms with windows.
    - ii. At night, shelter in your cabin restroom area
    - iii. Wait until you get the all-clear before going outside
  - c. Covid procedures
    - i. No restrictions. Masks are optional.
6. Mealtimes:
  - a. Sit together by cabins. Clean tables and floor before leaving.
  - b. Cabins that get quiet and remain quiet during announcements and prayer will be dismissed for meals first (You need a few adults to watch and dismiss tables)
7. Reflections and Lights Out:
  - a. Take time each evening to reflect on the day and share how you have been blessed. End each day with prayer.
  - b. Lights out is at 10 pm. All talking should turn to a whisper. Be a nice neighbor.
8. Remain in cabins until time for the morning line call at the flagpole. The only reason for leaving a cabin during bedtime is if you need the nurse.
9. Mystery Duties:
  - a. Encourage students to always make sure their adult supervisors know where they are. Always respect your adult supervisors and instructors. Be kind to each other.
  - b. Explain what happens if someone is causing trouble or unsupervised
  - c. Mystery duties are assigned by the director
    - i. 1<sup>st</sup> Offense – Loss of 40 minutes of recess
    - ii. 2<sup>nd</sup> Offense – Loss of 80 minutes of recess
    - iii. 3<sup>rd</sup> Offense – Loss of all recess for the day
  - d. Students who choose not to cooperate will be sent home
10. Dismiss the 8<sup>th</sup> graders and 8<sup>th</sup> grade adult supervisors and leaders

#### Section 2 (Does not include 8<sup>th</sup> grade)

11. Explain how the recreation rotation and staff training works (Everyone waits in their seat during the explanation)

- a. All adults including 9-10<sup>th</sup> graders will go to the lodge for staff training except the three adults that are the main recess group leaders (Lifeguards and the person running the camp store do not attend the staff training)
  - b. Introduce the three recess group leaders and have them stand outside the bench area. (Recess group leaders need clipboards with lists of students and a supply of colored wristbands.)
  - c. Explain where each group will start and how the rotation will progress at the end of each 40-minute segment. (Have an adult ring the camp bell at the end of each 40-minute segment)
    - i. To begin, 5<sup>th</sup> grade starts at the swim area, 6<sup>th</sup> grade starts at the swings and camp store, and 7<sup>th</sup> grade start with badminton/gaga.
    - ii. For the next 40-minute segment, 5<sup>th</sup> grade go to swings/store, 6<sup>th</sup> grade go to badminton/gaga, and 7<sup>th</sup> grade go to swim area.
    - iii. For the last 40-minute segment, 5<sup>th</sup> go to badminton/gaga, 6<sup>th</sup> grade go to swim area, and 7<sup>th</sup> grade go to swing/store.)
    - iv. At the end of the last rotation, there is a 15-minute break before supper so you have time to change if needed
12. Have a closing prayer and dismiss students to report to their recess group leader and dismiss adults to the lodge for staff training

#### May/First Day of Outdoor School, Part 4

#### Step 18: Staff Training

##### Section 1 (Service camp for 9-10<sup>th</sup> graders)

1. Thank the adult volunteers for taking off a week and helping with outdoor school
2. Ask if this is their first outdoor school. Ask if this is their first time at CYB.
3. Distribute maps of CYB campus for first timers
4. Let each person introduce themselves and tell where they are from
5. Thank the 9-10<sup>th</sup> graders for giving half their time helping run outdoor school
6. Explain how the 9-10<sup>th</sup> schedule meshes with the 5-7<sup>th</sup> grade outdoor school schedule
  - a. Monday – after you are dismissed from this training session
    - i. Set up tables and chairs in the dining hall
    - ii. Meet with Linda Bray, the cook, to learn how to assist in the kitchen
      1. Serving food at mealtimes
      2. Washing dishes
    - iii. Meet Eric Bray, the camp manager, to learn other tasks you will do
  - b. Tuesday-Thursday
    - i. Serve food at all mealtimes (Report to kitchen 10 minutes before meals)
    - ii. Wash dishes after all breakfast meals
    - iii. Camp chore time each morning until lunch time
      1. Filling water containers for swim area, archery, barn loft, gym
      2. Cleaning public bathrooms, moping entrance to café
      3. Working on other projects, like washing windows, etc.
    - iv. After lunch, join 7<sup>th</sup> grade recess group 1-3 pm
    - v. After recess, attend afternoon class (Then report to the kitchen)
    - vi. Report for serving food at supper
    - vii. After supper, meet in lodge for recreation (table games, etc.)
    - viii. Join cabin group for line call at 7:45 pm (Cabin counselor supervises)
    - ix. Attend evening worship and remain with cabin group till morning

## May/First Day of Outdoor School, Part 4 continued

### Step 18: Staff Training

#### Section 2: (Main outdoor school program for 5-7<sup>th</sup> grade)

1. Go over staff program guide and make changes
  - a. Mark out people that did not come and add others that came last minute
  - b. Make any other changes
2. Give a brief overview of each day's schedule and answer any questions
3. Dismiss everyone except the eight field study group leaders

#### Section 3: (Special training for field study group leaders)

1. Go over the three responsibilities of a field study group leader
  - a. Monday – Lead field study group in Who's Who games
  - b. Tuesday, Wednesday, Thursday mornings – Take group to classes
  - c. Thursday evening – Lead group on ODS Olympic assessments
2. Teach group leaders the four Who's Who games (See handout for instructions)
  - a. Game 1 – Icebreaker "Gotchya! (Grab the Finger) (No materials)
  - b. Game 2 – Group Juggle (One or two tennis balls per group)
  - c. Game 3 – Point and Shoot (One small tarp per group)
  - d. Game 4 – Wampum (One foam noodle per group)
3. Note: To teach the four games, the director assumes the role of a field study group leader and the group leaders assume the role of a camper.
4. Give each group leader a copy of the instructions for each game
5. This concludes staff training

## May/First Day of Outdoor School, Part 5

### Step 19: Supper

1. Have two or three adults in various locations in the café to watch for cabin groups that remain quiet during the announcements
2. The director stands in front of the serving lines and raises their hand. When all groups are quiet, share announcements. Announcements tend to be reminders for things coming up next in the program. For example: I would remind cabins to clean their table and floor after they are finished eating. Campers should be accompanied by their counselors as a rule. Remind students to know the number of their field study group for the Who's Who games.
3. Have prayer and let the adults that were watching for quiet groups start dismissing the quiet groups first and proceed to dismiss all groups to form two lines.
4. Get in the front of the line so you have plenty of time to eat and be free to get things ready for the Who's Who event.

## May/First Day of Outdoor School, Part 6

### Step 20: Who's Who activity (Purpose is to learn each other's names)

1. Who's Who games are played on the ball field (rainy day location is the dining hall). Eight cones are spaced out on the field to establish a meeting place for each group. The director assigns numbers for each cone so group leaders know where to meet.
2. Group leaders report to the director if any students are missing from their group
3. Some students won't know what group they are in. The program guide lists the groups.
4. The director distributes materials for the games.



5. Continue to distribute materials as needed and collect used materials until all four games have been played.
6. At the end, have each group leader challenge individual group members to see who can name every person in their group

#### May/First Day of Outdoor School, Part 7

##### Step 21: Worship (Location depends on the guest speaker and the weather)

1. Schools sit together
2. Director has opening prayer and introduces the school doing song service
3. Sometimes we have special features like skits, puppet shows, etc.
4. After song service and special features, the director introduces the guest speaker
5. After the guest speaker, make announcements and have closing prayer

#### May/First Day of Outdoor School, Part 8

##### Step 22: Getting ready for bed and Lights Out

1. I usually hang out at the cafeteria lobby area
2. We allow students to call home but don't advertise it
3. At light's out, it is good to have a lady walk along the road in front of the girl's cabins and remind cabins if needed. The male director does the same for the boys.
4. When all is quiet and in order, you can make your way to your motel room.
5. For the most part, the remaining days are easier to direct