

How to run: Elementary School Field Trip Program

Timelines:

March: In mid- March start creating your list of contacts at schools, community groups and churches. Specifically target principals, department heads and the teachers teaching the age group you are aiming for.

April: Using your contact list send emails to your targeted people. Within the email include the info page on the ESFT program, waiver and club brochure. Set up an online calendar where you can keep track of all of the tentative bookings and bookings. This way you can access it almost anywhere. Schools will get in touch with you and start booking their field trips.

May: During May your goal is to finalize the groups and group numbers. There will be some last minute bookings that occur in May. Send emails out to staff to see if they can work your field trip days. Try and complete staffing for the groups by the end of the month.

June: Field trips are in full swing! Confirm with the school for numbers the week before the field trip that way you have a chance to alter staff if need be. Ensure that equipment is checked day to day to make sure it is all intact and safe.

Supplies:

1 Dragonboat
Sit On tops
Paddles
Lifejackets
Crew boats
Rec Canoes

Staffing:

1 staff :15 students + One floater
Teachers will bring volunteers etc – you do not include these in your numbers.

Sample Schedule:

	<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>	<u>Group 4</u>
10-10:15	Intro/Game	Intro/Game	Intro/Game	Intro/Game
10:15 – 11	Dragonboat	Crew Boats	Sit On tops	Rec Canoes
11-11:45	Rec Canoes	Dragonboat	Crew Boats	Sit On tops
11:45- 12:30	LUNCH	LUNCH	LUNCH	LUNCH
12:30-1:15	Sit On tops	Rec Canoes	Dragonboat	Crew Boats

1:15 -2	Crew Boats	Sit On tops	Rec Canoes	Dragonboat
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RESOURCES



CARLETON PLACE CANOE CLUB

P.O. Box 155^[SEP] Carleton Place, ON Canada K7C 3P3^[SEP] 613-257-1838

www.cpcanooclub.com

The Carleton Place Canoe Club would like to extend students from local elementary schools and community organizations an invitation to join students from schools across the community and take part in our Elementary School Field Trip (ESFT) Program.

The ESFT Program offers either a one day training session or multiple 1.5 hour sessions (can be completed after school), where students will be introduced to the fundamental movements of our sport in a variety of boats and will be instructed in water safety skills. The program fosters teamwork, building individual confidence and social development. All equipment, including boats, paddles and Personal Floatation Devices (P.F.D.'s), are supplied.

The \$20 per participant fee includes equipment rental, participation in the full day training session, coaching and B.B.Q lunch.

If your school/organization is interested in being a part of our Elementary School Field Trip Program please do not hesitate to contact me at (613) 464-9476 or coach@cpcanooclub.com for more information.

‘The students thoroughly enjoyed the day...but they had one complaint, they didn’t want to leave...thanks for making the day a success for us...’

North Elmsley Public School teacher

The Canoe Club also has programs open to anyone, ages 6 to 80+, who are interested in fun and fitness. For more information on our Club programs please visit our website at www.cpcanooclub.com.

Ryan Blair^[SEP] Head Coach,
Carleton Place Canoe Club
(613) 464-9476
coach@cpcanooclub.com

SUBJECT: Carleton Place Canoe Club - Field Trip Program

Hi Claire,

The Carleton Place Canoe Club would like to extend students from local elementary schools and community organizations an invitation to join students from schools across the community and take part in our Elementary School Field Trip (ESFT) Program.

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The \$20 per participant fee includes equipment rental, participation in the full day training session, coaching and B.B.Q lunch.

If your school/organization is interested in being a part of our Elementary School Field Trip Program please do not hesitate to contact me at info@cpcanooclub.com for more information. Also if we could drop some brochures at your school please let us know.

'The students thoroughly enjoyed the day...but they had one complaint, they didn't want to leave...thanks for making the day a success for us...'

North Elmsley Public School teacher

The Canoe Club also has programs open to anyone, ages 6 to 80+, who are interested in fun and fitness. For more information on our Club programs please visit our website at www.cpcanooclub.com.

Please let us know if we can drop off some flyers at your school!

Jessica Murphy-Burke

Programs Manager, Carleton Place Canoe Club

info@cpcanooclub.com

List of school Principals and contacts

Caldwell School

Principal - carole.dufort@ucdsb.on.ca

Arklan School

Principal jim.duncan@ucdsb.on.ca

Beckwith School

Principal: joanne.clayton@ucdsb.on.ca

Naismith

gail.brant-terry@ucdsb.on.ca

R Tait McKenzie

dean.fournier@ucdsb.on.ca

Pakenham

paul.leroy@ucdsb.on.ca

Almonte HS

ronald.ferguson@ucdsb.on.ca

Glen Tay

steve.ferguson@ucdsb.on.ca

Maple grove

kevin.fisher@ucdsb.on.ca

North Elmsley

paul.hannah@ucdsb.on.ca

Stewart School

daryl.kelly@ucdsb.on.ca

Perth District CI

john.gow@ucdsb.on.ca

Chimo

dawn.bouchard@ucdsb.on.ca

CPHS

Eric Hardie

Holy Name of Mary CS

Theresa Lalonde-Pankow.cdsbeo.on.ca

St Gregory CS
Alex Bujacz

St John Catholic School
Sheila Farris, Kevin Hogan

St mary
Ralph Sharples