



Group Leader Information

The group leader is the contact person between the school and Crow Canyon and between the school and parents. The group leader is responsible for arranging program details, selecting chaperons, collecting all forms, and arranging for payments. See checklists, last two pages.

Obtain Parental Signatures, Distribute Gear List

No student may attend a Crow Canyon school group program until his or her parent (or guardian) has filled out and signed all required forms. In addition, parents will need a copy of the gear list to prepare their children for their trip. As group leader, you need to provide parents with the necessary information or the means to access it:

- Print copies of all the forms (see “Required Forms for Students”) and the gear list (see “Gear List”). Send the forms and list home with your students with instructions for their parents to read, fill out, and sign the forms, and then return them to you.

OR

- E-mail parents the link to the page on our website that describes the program their child will attend. Instruct parents to click on “Required Forms for Students” and “Gear List.” Parents should print, fill out, and sign the forms, and then return them to you.

Be sure to provide the deadline by which all forms must be returned to you!

When contacting parents, encourage them to read *all* the information about their child’s program on our website.

Select Chaperons, Obtain Chaperon Signatures, Distribute Gear List

You are required to provide chaperons to accompany your group to Crow Canyon. Chaperons must be at least 21 years of age and may be teachers or parents. State of Colorado regulations require the following chaperon-to-student ratios:

Children 8–10 years of age (grades 4–5)	1 adult to every 8 children
Children 11–13 years of age (grades 6–7)	1 adult to every 10 children
Children 14–18 years of age (grades 8–12)	1 adult to every 12 children

Note: Required chaperons pay a reduced program rate; additional chaperons pay the student rate.

No chaperon may attend a Crow Canyon school group program until he or she has filled out and signed all required forms (see “Required Forms for Chaperons”). In addition, chaperons will need a copy of the gear list to prepare for their trip. Follow the same procedures outlined above for disseminating the necessary forms and information.

Fill Out Program Arrangements Form and Obtain Official Motor Vehicle Report

As group leader, you must fill out the five-page Program Arrangements Form (see “Required Forms for Group Leader”) and obtain an official motor vehicle report (driver’s report) from the Department of Motor Vehicles in your state for at least one chaperon in your group. The latter is necessary for insurance purposes in the event that a chaperon must drive a Crow Canyon vehicle to transport a student to the doctor’s office or hospital.

Prepare Your Students

Please plan to spend some time preparing your students for their Crow Canyon trip. See Student Resources (www.crowcanyon.org/students) and Teacher Resources (www.crowcanyon.org/students) for online resources about archaeology and Pueblo Indian history and culture. Though not required reading, these resources are designed to help you and your students develop background knowledge that will enrich your Crow Canyon experience.

Make sure your students understand and abide by the “Campus Rules.” Abiding by these rules will allow the students to concentrate on educational activities while they are at Crow Canyon.

If your group size exceeds 24 students, please form multiple smaller groups of no more than 20 students each to ensure a high-quality learning experience. Be sure your chaperons know who is in charge of each group before leaving home.

Finally, be aware that all Crow Canyon guests share our beautiful campus. Please explain to your students that they might be on campus with one or more other schools (elementary through high school), a group of adults, or both.

Prepare Your Chaperons

Any teacher, parent, or other adult who accompanies a school group to Crow Canyon is a chaperon.

Require chaperons to read all the information about the program available on our website, paying particularly close attention to “Chaperon Responsibilities.” Meet with your chaperons to clearly outline expectations, responsibilities, and duties. Emphasize the importance of adhering to the required adult-to-student ratio at all times.

When You Get to Crow Canyon

Check In: When you arrive on campus, please check in at the front desk of the Gates Archaeology Laboratory (the “Gates Building”), where you will be given your program schedule and a blank **rooming list**. As soon as the students and chaperons have been assigned their accommodations, fill out the rooming list and return it to the front desk. Knowing who is in each lodge room and/or hogan is an important part of our emergency-preparedness plan.

Notify School/Parents of Arrival: Using whatever system you have prearranged with parents and your school, notify all of your arrival at Crow Canyon.

SEE CHECKLISTS, NEXT TWO PAGES

GROUP LEADER'S CHECKLIST

Use this handy checklist to help you track all the things you need to do before your trip!

- A school official or I have signed and sent one copy of the **Program Contract** to Crow Canyon; I have kept a copy for myself. (Crow Canyon's enrollment manager will work with you to finalize the contract as part of the registration process.)
- Our school has sent the required deposit as per the contract.
- I have read all the information relating to our program on Crow Canyon's website.
- I have provided every student's parent or guardian with copies of the gear list and required forms for students, or I have e-mailed every student's parent or guardian the link to the program web page with instructions to print the gear list and required forms.
- I have selected chaperons *in the correct ratio* required by State of Colorado regulations.
- I have provided all chaperons with copies of the gear list and required forms for adults, or I have e-mailed every chaperon the link to the program web page with instructions to print the gear list and required forms.
- I have assigned duties to, and reviewed responsibilities with, all chaperons (see "Chaperon Responsibilities").
- I have completed the forms checklist (see next page), following all instructions for compiling, checking, and mailing or faxing all forms.
- I have sent final payment to Crow Canyon as per the Program Contract.**
- I have explained to the students what is expected of them by reviewing the "Campus Rules."

FORMS CHECKLIST

The group leader must collect the forms listed below *and* make sure they have been properly filled out. The forms contain critical contact and medical information that may be important in the event of an illness or emergency.

ALL FORMS MUST BE MAILED OR FAXED TO CROW CANYON AT LEAST 45 DAYS BEFORE YOUR PROGRAM START DATE!

- I have collected the required forms from every student (see “Required Forms for Students”):
 - Student Registration Form
 - Medical Form for Minors
 - Agreement for Release of Liability and Indemnification for Minors

- I have collected the required forms from every chaperon, including myself (see “Required Forms for Chaperons”):
 - Medical Form for Adults
 - Agreement for Release of Liability and Indemnification for Adults

- I have completed the five-page Program Arrangements Form (see “Required Forms for Group Leader”).

- I have collected an official motor vehicle report (driver’s report) from the Department of Motor Vehicles in my state for at least one chaperon in our group.

- I have reviewed **every** form to make sure that each one contains the required information, is written legibly, and has the required signatures.

- I have organized all forms by student vs. adult and by form type; I have arranged all in alphabetical order (by last name) within each grouping.

- I have mailed or faxed ALL forms and the motor vehicle report to Crow Canyon 45 days before the program start date.**

Mail: Enrollment Manager
Crow Canyon Archaeological Center
23390 Road K
Cortez, CO 81321-9408
Fax: 970.565.4859

IMPORTANT: All forms are required. Individuals for whom the required forms have not been submitted cannot attend the Crow Canyon program.

Legibility is important—please print clearly!