



Oakland Goes Outdoors Outdoor Leader Manual

Grant Period: November 1, 2019 to October 31, 2020

Grant Program Description:

Oakland Goes Outdoors is a collaboration between Bay Area Wilderness Training, OUSD Middle School Network, OUSD Afterschool Programs, and the Oakland Ed Fund. The project is supported with the generosity of the San Francisco Foundation. The goal of the program is to create more opportunities for middle school students in Oakland to experience the outdoors. The grant program will provide funding for trips, outdoor leadership training, trip planning support, and free outdoor equipment loans. The grant period is November 1, 2019 to October 31, 2020.

Grant Application Deadline: October 1, 2019, 5 PM

Please note: The grant application will be submitted via a google form which does not allow the user to save a draft during the application process. The applicant should have all supplemental documents completed and ready for upload before submitting the application. All forms and a link to the application are available at <https://www.bawt.org/scholarships/oakland-goes-outdoors-grant-program/>.

Eligible Schools

Any public school within OUSD with a middle school is eligible to apply. Note that this program is only available for 6th-8th grade students. The schools eligible for 2019-2020 are as follows:

Greenleaf, Hillcrest, La Escuelita, Melrose Leadership, Parker, Bret Harte, Claremont, Edna Brewer, Elmhurst United, Frick Impact Academy, Montera, Oakland Sol, Roosevelt, United for Success, Urban Promise Academy, Westlake, West Oakland Middle, Coliseum College Prep, Life Academy, Madison Park Business and Art Academy - Upper Campus, Community Day School.

Note that for all schools, only students in grades 6-8 are eligible to participate.

Grant Awards:

Grant award letters will be sent out by the third week of October. School sites that are awarded grants can expect to receive the following:

1. **Field trip funds:** Field trip grant funds will be awarded according to the following formula: \$80 x Total Number of Students proposed to go on overnight trips. Schools are expected to take a minimum of 75 students outdoors. Schools are encouraged to take more youth outdoors and apply for more funding.



2. **Stipends:** Two Outdoor Program Leaders will each receive \$1,000 stipends at the completion of the program for their coordination of the grant program at their school. Each Program Leader will receive \$500 for attending the 4 trip planning sessions, and \$500 for completing all trips and reports.
3. **Trip planning support:** The Outdoor Program Leaders will receive trip planning support during four mandatory workshops on
4. **Outdoor Leadership Training:** Two staff from the school will receive free outdoor leadership professional development on Bay Area Wilderness Training's Frontcountry Leadership Training either on November 9-10th or February 22-23rd.
5. **Free gear loans:** Staff that have completed BAWT training will be allowed to borrow camping gear for free from BAWT.

Grant Requirements:

In order to receive the benefits of the grant funds, schools must participate in the following aspects of the program. Failure to meet these requirements may result in a school being removed from the program.

1. **Two Outdoor Program Leaders:** Two staff must be designated as the Outdoor Program Leaders. One must be a teacher or school day staff member and one must be an afterschool staff member. They must comply with all the responsibilities associated with this role, including taking a lead role in the completion and submission of this application. See the Outdoor Program Leader Roles and Responsibilities below for more details about their role and responsibilities.
2. **Two staff attend overnight training:** Two staff must attend the Frontcountry Leadership Training (overnight camping professional development). This can be the Outdoor Program Leaders, or a different staff member that has not taken the training yet. See the Frontcountry Leadership Training participants acknowledgement below for more details.
3. **OUSD policy compliance:** Comply with all OUSD policies for overnight field trips
4. **Overnight trips for youth:** Lead trips for a minimum of 75 students total. This does not have to be one trip for 75 youth. It could be multiple smaller trips.
5. **Grant Reporting:** Comply with all grant reporting requirements (see below).

Grant Reporting Requirements:

All grant reporting is to be completed by the Outdoor Program Leaders from each school site.

The following items are to be submitted within 14 days of each trip:

1. Submit an online trip report form which captures basic information such as (trip dates, location, numbers of students, demographics, etc.)
2. Submit a one page narrative about the trip with quotes from students
3. Submit a 5 photos from the trip
4. Submit completed pre and post surveys of students

In addition to the post-trip reporting, there will be a final required survey about the overall grant program.



Description of Roles and Responsibilities:

Roles and Responsibilities for the Outdoor Program Leaders

As a requirement of this grant your school must identify two Outdoor Program Leaders. One Outdoor Program Leader must be a teacher or day time staff person, and one Outdoor Program Leader must be an afterschool staff person. These people will each receive a stipend of \$1,000 for their program coordinator activities. In order to qualify to receive the stipend the Outdoor Program Leaders must agree to meet the following expectations and complete the following tasks.

1. Be a staff member of either the after school program or day time staff.
2. Have already completed one BAWT overnight camping training (either a Wilderness Leadership, Frontcountry Leadership, or Camping at the Presidio Leadership Training) OR be able to attend the Frontcountry Leadership Training course associated with this grant program.
3. Agree to attend Trip Planning and Grant Reporting meetings on the following dates:
 - a. November 14th, 2019, 7 - 8:30 pm
 - b. February 6, 2020, 7 - 8:30 pm
 - c. March 12, 2020, 7 - 8:30 pm
 - d. April 9, 2020, 7 - 8:30 pm
4. Take a leadership role in completing the grant application which includes:
 - a. Filling out the application and turning it in on time
 - b. If one or both of the Outdoor Program Leaders are not attending the November Frontcountry Leadership Training then they are responsible for recruiting and ensuring that two staff members (ideally one daytime and one afterschool staff member) attend either the November or February Frontcountry Leadership Training
 - c. Following up to get signatures for the grant application from the Principal, Afterschool site coordinator, and any other staff associated with the Frontcountry Leadership Training
 - d. Completing the Overnight Trips Table which states the proposed number of overnight camping trips to be taken by the school during the grant period (November 1, 2018 to October 31, 2019)
 - e. The Overnight Trips Table must propose trips to serve a minimum of 75 students during the grant period
 - f. Complete the School Site Staff list for all current staff (afterschool and school day) that have received BAWT training
5. Take a leadership role in making sure the school meets the goal set in the proposal for the number of students going on overnight trips during the grant period.
6. Make sure that all trips have BAWT trained leaders, and strive to meet to BAWT's policy that each trip has at most a 30:1, student to BAWT trained leader ratio. **I understand that to borrow gear from BAWT our trips must have at least one leader who has completed one of BAWT's Frontcountry , Wilderness, or Camping at the Presidio Leadership Trainings**
7. Ensure that all post-trip reporting is completed and that a final program survey is completed at the end of the grant period.



Roles and Responsibilities for the Frontcountry Leadership Training participants

The Frontcountry Leadership Training participating staff agree to represent their school and receive essential training that will allow them to request and borrow free outdoor equipment for camping trips for the school. They understand that this means they will need to attend a minimum of one pre-trip meeting from 7pm to 9pm on November 7th and an overnight camping training starting in the morning of November 9th until midday on November 10th in Berkeley. They understand that they are also expected to support and attend camping trips with students, and that they may play a lead role in requesting gear for these trips.

Roles and Responsibilities for School Principal

The school principal must review the grant application and approve for teachers and afterschool leaders to collaborate to bring students on overnight trips. Specifically, the principal must review the Outdoor Trips Table, and understand that this document outlines the specific trips that school staff will lead during the grant period. They understand that each school is required to lead trips for a minimum of 75 students. They agree to play a supportive role for this program. They understand that the total funds the school receives may not exceed the amount requested in the grant and that it may be less if the school is not able to meet the goals for numbers of students going on overnight trips or the Outdoor Program Leaders fail to complete grant reporting requirements. They will support staff to attend required meetings for the grant program. They agree to sign and support the completion of OUSD required field trip paperwork. They will work with the Outdoor Program Leaders to make sure funds from the grant are available to pay for trip expenses. They will support the Outdoor Program Leaders in their efforts to recruit staff to join overnight trips. Overall, they are supportive of building an outdoor program at the school.

Roles and Responsibilities for Afterschool Site Coordinator

The Afterschool Site Coordinator must review the grant application and approve for afterschool leaders to collaborate with teachers to bring students on overnight trips. Specifically, the Afterschool Site Coordinator must review the Outdoor Trips Table, and understand that this document outlines the specific trips that school staff will lead during the grant period. They understand that each school is required to lead trips for a minimum of 75 students. They agree to play a supportive role for this program. They will support afterschool staff to attend required meetings for the grant program. They will work with the Outdoor Program Leaders to help recruit staff to chaperone overnight trips. Overall, they are supportive of building an outdoor program at the school.



Signature Page

This page should be scanned or photographed and turned in online with the application.

Outdoor Program Leaders

_____ (initials), _____ (initials) I have read the acknowledgement and roles and responsibilities for Outdoor Program Leaders. By signing below I agree to fulfill this role. I understand that receiving my stipend of \$1,000 is dependant on completing all of the responsibilities.

Print Name _____ Signature _____

Print Name _____ Signature _____

Frontcountry Leadership Training staff

_____ (initials), _____ (initials) I have read the acknowledgement and roles and responsibilities for Frontcountry Leadership Training staff. By signing below I agree to fulfill this role.

Print Name _____ Signature _____

Print Name _____ Signature _____

School Principal

_____ (initials) I have read the acknowledgement and roles and responsibilities for the school principal. By signing below I agree to fulfill this role.

Print Name _____ Signature _____

Afterschool Site Coordinator

_____ (initials) I have read the acknowledgement and roles and responsibilities for the Afterschool Site Coordinator. By signing below I agree to fulfill this role.

Print Name _____ Signature _____