

**Responsibilities of the staff person at elementary/middle schools
for recruitment of cabin leaders to go to Shady Creek.**

If there are multiple schools attending Shady Creek, please choose only one person to be the point of contact to represent the schools and communicate with the high school.

It is the responsibility of the school that is recruiting cabin leaders to provide all necessary paperwork to the high schools. This includes bulletin notices, flyers, applications, cabin leader responsibility contracts, health forms and handbooks (if required). These can be sent via district mail.

The point of contact should be in touch with the high school *at least* six weeks ahead of the application deadline, earlier is better. Fridays are good deadline days. The week following the deadline is when student interviews should be conducted, usually a Wednesday, Thursday or Friday. Please arrange the interview date at the time of first contact. If the interviewer would like face pages from AERIES for each interviewee, please request this information in advance of the interview day. It is typical for the elementary school site to host an orientation the Wednesday prior to the week of Shady Creek. During the time in between, it is the responsibility of the point of contact to inform students if they have been chosen (or not chosen) to be cabin leaders. Also during the time in between, the point of contact will provide necessary paperwork required by Shady Creek, i.e. responsibility contracts, health forms and handbooks (if required) to the high school. A complete list of students, who have been selected as cabin leaders, must be provided to the high school person so arrangements can be made for necessary district and school paperwork (field trip forms). Plans will need to be made for the delivery (inter-district mail) or pick up of the Shady Creek paperwork and field trip forms. On the morning of departure for Shady Creek it is the responsibility of the point person to take roll for all cabin leaders and phone the attendance to the high school where each student attends.

Responsibilities of the staff person at the high school for recruitment of cabin leaders to go to Shady Creek.

It is the responsibility of the high school staff person to put up any flyers provided, put information in the bulletin, and help make arrangements for the interview date. After interviews have been conducted, the elementary school will provide a list of students who have been approved to be cabin leaders, along with the Shady Creek paperwork. Once all student paperwork is completed, the point of contact from the elementary school should have made arrangements to collect the paperwork needed

Example of timelines if Shady Creek dates are March 21-24

February							March						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6			1	2	3	4	5
7	8	9	10	11	12	13	6	7	8	9	10	11	12
14	15	16	17	18	19	20	13	14	15	16	17	18	19
21	22	23	24	25	26	27	20	21	22	23	24	25	26
28	29						27	28	29	30	31		

Feb. 15: Make contact, send applications, bulletin notice, etc.

Feb. 26: Application deadline

Mar. 2-3: Interviews

Mar. 7-9: Send list of selected cabin leaders to high school staff person and necessary forms for cabin leaders to complete

Mar. 14: Last day for cabin leaders to turn in Shady Creek & field trip paperwork at high school site

Mar. 16: Orientation

Mar. 21: Depart for Shady Creek