GENERAL OVERVIEW

Immediately upon reserving your trip date...

- By the time you are reading this your confirmation form and deposit should have already been received by the Maritime Museum of San Diego
- Check to make sure that transportation has been arranged

One month prior to your trip...

- Recruit your Safety Officers in accordance with the guidelines below
- Implement pre-trip lesson plans
- Distribute liability forms to students and adults

One week prior to your trip...

- Collect liability forms from students and adults
- Meet with Safety Officers and review expectations
- Create name tags

24 hours to go!!!...

- Be sure all liability forms have been collected
- Place liability forms in separate piles
- Make sure all Safety Officers understand their role

When you arrive at the Maritime Museum of San Diego...

- Arrive by 9:00-9:15 a.m. and check in at the Information Booth. They will give you a restroom pass with instructions for taking one crew at a time.
- As you unload students and gear please make sure they remain within the box painted on the pavement across from the Berkeley.
ADMINISTRATIVE PREPARATION

PAYMENT

When you arrive at the Maritime Museum of San Diego, please have ready a single check or cash for the total amount of the program minus the deposit you have already paid. Please make check payable to: Maritime Museum of San Diego. We cannot accept multiple checks. If you have a purchase order you will be sent an invoice within thirty days.

RECRUITMENT OF SAFETY OFFICERS

A minimum of four adults and a maximum of 11 adults (including the teacher) are to accompany the participants on their voyage. Each crew will have at least one adult chaperone known as a Safety Officer (S.O.). Ideally, the teacher will have enough Safety Officers that they are not designated to a specific crew and can be a “Rover”. The maximum number of adults (including the teacher) is 11 even if you combine classes to make a large program of more than 30 children. If more than 11 adults need to participate with your group, please call the Education Office to discuss this matter. All of the adults must be assigned to one of the student crews.

The role of the Safety Officers is to be responsible for keeping discipline and an eye out for safety. All adults should be prepared to participate in every aspect of the program including role-play and taking orders from the student mates.

We cannot stress enough that the attitude of the adults influences the success of the voyage. We strongly recommend that you begin early with recruitment of the Safety Officers and find people who can fully commit to the time and spirit of the program. Be sure each Safety Officer receives a “Safety Officer Instructions” sheet. Please make sure each participant is willing to comply with the following expectations:

- Cell phones must remain turned off and stowed. There may be an opportunity to check messages a mealtime.

- Leave watches at home or keep them in pockets as we have found them distracting for the children.
• All participants (except designated parking meter feeder) remain on the ship between 9 AM and 2:30 PM unless there is an emergency AND the museum education staff has been contacted.
• Fire regulations prohibit smoking on board the ship; therefore, Safety Officers who smoke must forgo lighted tobacco during the program.
• Safety Officers should know the scenario of the program.
• The program is most effective when students are learning independently. Their natural tendency to “lean on” their parents can prevent them from experiencing all that the program can offer. Therefore parents cannot be in the same crew as their child. Parents that would like a family experience are invited to join us for our public overnights during the summer.

TRANSPORTATION
Student transportation should be arranged well in advance.
1. School buses arranged through your district transport office
2. Privately contracted buses to provide transport
3. Parents’ cars – subject to district policy

FUNDING SUGGESTIONS
1. Parents of the PTA
2. Student fund raising activities
3. Community service organizations
4. Corporate sponsorship
5. Maritime Museum student aid – please call the Education Office for more information.

WHAT IF WE DON’T HAVE ENOUGH PARTICIPANTS?
The Maritime Museum Education Department tries to assist you in combining with another school group in order to meet the minimum numbers. Please contact the office at least three months before your program date.
NO LATE ARRIVAL / EARLY DEPARTURE
All participants must be in attendance from the initial muster at 9:30 a.m. NO EXCEPTIONS. This is to ensure the safety and integrity of the program. Group leaders; please make sure all participants understand they are committed to stay for the entire program. If any adult or child cannot stay for the whole program they will not be able to participate.

NAME TAGS
We ask that each student and safety officer have a sturdy nametag to be worn throughout the voyage. The tag should have only the students' last name and the crew to which he/she belongs. If he/she is a mate, put a “Mr.” before his/her name. For the students’ safety, the nametag should attach to the clothing and not hang around the student’s neck (as the tag could become entangled with a line the child is working with). See form section for a list of crews.

Sample Tag:

SMITH
Galley

SEA CHANTEY
On the www.sdmaritime.org/resources site you can download our music to share with your students. The museum can lend you a CD of the Sea Chantey music. There are many opportunities to sing on board. If the students are familiar with some of the songs, it makes the experience more meaningful. There are many different types of sea chanteys used for different types of work (capstan, halyard, fo’c’kle, etc.). You may want to learn one song from each of the categories. The words to the songs are on the website.
SNACK
The students will not be eating on board until their lunch. Due to the nature of the program which requires a lot of energy from the “crew”, we highly recommend that they be served a simple snack upon arrival to the Star of India before the start of the program. You should arrive at the ship no later than 9:15 a.m.

Snack Ideas:
- Granola bars
- Cheese and crackers
- Fruit and beef jerky (“salt meat”)
- Boxed juice

SHOPPING
There is a gift shop aboard the Berkeley Ferryboat at the Maritime Museum. If you would like your students to have time to shop, please allow extra time after your program has finished at 2:30 p.m. Please allow only one crew (student group) under the supervision of two adults in the gift shop at a time.

SAFETY CONSIDERATIONS
Common sense is the rule of thumb. Most dangers aboard will become readily apparent once the program has begun. For anyone who does not see them, the officers will be enthusiastically pointing them out.

Should an emergency arise, please remain calm. All of our staff are certified in First Aid and CPR and have been trained to handle emergency situations. Additionally, the ship has excellent communication equipment and help is only a few minutes away.