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 medical and liability forms to students and adults

One week prior to your trip...
• Collect medical and liability forms from students and adults
• Meet with Safety Officers and review expectations

24 hours to go!!!
• Be sure all medical and liability forms have been collected
• Place liability forms and medical forms in separate piles
• Make sure all Safety Officers understand their role

When you arrive at the San Diego Maritime Museum...
• Arrive by 2:15 p.m. and check in at the Information Booth. They will give you instructions for taking one crew at a time to use the Bathrooms on the Ferryboat Berkeley.
• As you unload students and gear please make sure they remain within the box painted on the pavement across from the Star of India
ADMINISTRATIVE PREPARATION

PAYMENT
When you arrive at the San Diego Maritime Museum, 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 five adults are to accompany the participants on their voyage. Each group will have at least one adult chaperone known as a Safety Officer (S.O.). Ideally, the Coordinator will have enough Safety Officers that they are not designated to a specific crew and can be a "Rover". 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.

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 in sea bags. There may be an opportunity to check messages at mealtime and before bedtime.
- 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 3 PM and 9 AM 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.

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

NO LATE ARRIVAL / EARLY DEPARTURE
All participants must be in attendance from the initial muster at 3:00 p.m. NO EXCEPTIONS. This is to ensure the safety and integrity of the program. Group leaders; please make sure all your participants understand that 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.

SNACK
The students will not be eating on board until at least 7:15 p.m. 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 Star of India before the start of the program. You should arrive at the ship no later than 2:15 p.m.

Snack Ideas:
• granola bars
• cheese and crackers
• fruit and beef jerky
• boxed juice
SHOPPING
There is a gift shop aboard the Berkeley at the Maritime Museum. If you are joining us for an overnight voyage and would like your students to have time to shop, please allow extra time in the morning after the Overnight at 9:00 a.m. Please allow only one crew (student group) under the supervision of two adults in the gift shop at a time.

SAFETY CONSIDERATIONS
We will teach you all you need to know upon your arrival. Basically, wear rubber soled shoes and wear long pants. Stay out of the rigging, do as you are told, stay away from the rails, do not run and do not leave the ship. 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.

In addition to our staff, there are night watchmen to help ensure the safety and security on board ship.