



VOLUNTEER INSTRUCTOR HANDBOOK

Thank you for your willingness to help with this unique educational opportunity for our youth! Please note that the name of our ever expanding program has been changed from the *Eco-Education/Day* program to the *Lake Ecology Education Program L.E.E.P.* in an effort to identify more with the lakes/water and to differentiate from overused ecology terms.

Enclosed you will find our schedule of modules/activities and the field day itinerary. Please bring your own lunch and be on-site by 8:00 A.M.

Please consider the following guidelines for our **LEEP** Day:

- **Safety is always paramount!**
 1. Report any health/safety/injury issues to *Education Committee* ASAP!
 2. Students (and staff) always wear life preservers when in canoes or on the water. Canoes work in pairs.
 3. Wear safety glasses for tree boring module
- Come to the outdoor your site early to familiarize yourself with your study area and survey for hazards or unique teaching opportunities
- Check to make sure you have all the required equipment...especially safety equipment like safety glasses, life preserves, etc.
- Maintain security. Insure that no student is left alone (count you students) and don't be alone with a single student anytime
- Watch your time and try to complete your module on schedule
- Report any of your concerns or recommendations to the *Education Committee* to help improve the program
- Please let a member of the committee know ASAP if you are unable to attend so we can cover your area of responsibility

Again, thank you for helping to make this program such a success! Without you we would not be able offer this unique program. We have had wonderful feed-back from students during our last follow-up evaluation and debriefing sessions and would like to maintain our safety and lake educational efforts. **THANKS!**



Mr. Arthur's 7th Grade Eco-Field Trip, Tuesday, May 14, 2013
Itinerary

Directions: Take County Road N to Barnes, cross HWY 27 go to T, turn left (east) on County Road Y go 6.8 miles to East Mail Road on left (“Y Go By” Grill on right side of County Rd. Y). Turn left onto East Mail road and proceed forward to second left turn which is #13920. (First left is “Sunny Shores Dr.”) Turn left down driveway and follow it to a large parking area by a covered pavilion.

8:45 Load Bus and Depart from Drummond Middle School to Andresen/Eastlund property; 13920 East Mail Road, Gordon

9:15 Arrive

9:20-9:30 Instruction on rotations, safety, lifejackets, etc. (Introduce possible plankton viewing opportunities throughout the day.)

- **Pass out Cameras- don't forget to take pictures! (Photo Journalism Project)**

3 Rotations of 45 minutes each (4 students per camera group, 8 students per rotation)

1. Macro Invertebrates
2. Tree Study
3. Shoreline Restoration and Reforestation

9:30- 10:15 1st Rotation

10:15-10:25 Cookie & Water Break

10:25-11:10 2nd Rotation

11:10-11:15 Five minute rotation change, bathroom, etc.

11:15- 12:00 3rd Rotation

12:00- 12:10 Gather for questions and wrap-up of morning sessions

12:10-12:25 Lunch and Plankton viewing

12:25- 12:30 Instructions, safety, etc. for Scavenger Hunt

Scavenger Hunt (60 minutes)- 2 Segments: 3 camera groups per segment – approximately 12 students and youth assistants (25 minutes each segment with 5 minutes to report findings)

1 Segment- (Canoes) Critical habitat, Water Quality, Aquatic Plants

2 Segment- (Shoreline) Food/Energy Lab, Trees

12:30- 12:55 1st Segment

12:55- 1:00 check in with results, rotation change.

1:00- 1:25 2nd Segment

1:25 -1:30 check in with results.

1:30- 1:40 Gather for Canoe Race instructions

1:40- 2:10 **Canoe Race** (30 minutes)

2:10- 2:20 **Gather with completed forms to share results with instructors and classmates, etc.** (pick up and return equipment, turn in cameras, help load canoes)

2:20 Load bus and depart

2:50 Approximate Return to school

Sponsored by:

Barnes/Eau Claire Lakes Area Property Owner's Association

Contacts: *Cris Neff 715- 558-5716 (715-795-3227)*
Jerry Kaiser 715-816-4585
John Kudlas 715-795-2031

SPRING '13 **LEEP** (ECO-ED) SCHEDULE

Indoor classes begin at 12:18 pm- 1:03 pm in Andy Arthur's room at the Drummond School

<u>DATE</u>	<u>PROJECT</u>	<u>INSTRUCTORS</u>
April 23	Tree Study	*Kudlas/Arthur
April 30	Macro	*Kudlas/Kaiser
May 7	Restore/Reforest	*Travis/Kaiser/Neff
May 8	Prep Day	*Neff/Kaiser

May 14 *LEEP* (ECO) DAY will be at Carol/Ted Andresen/Eastlund property on Lower E. C. The driveway is on East Mail Rd, between "Sunny Shores" Drive and the bridge over E.C. River (#13920 East Mail Rd).

May 14	Morning Sessions	
	Macros	*Kudlas/Pease/Bates/S. Neff?
	Tree Study	*Hanson/Haueter/Gribble/Roberts
	Shoreline Restoration	*Travis/Jansen/Sanda
	Afternoon Scavenger Hunt	
	Food/Energy Relationships	*Neff/Sanda/Jansen
	Aquatic Plants	*Kudlas/Bates
	C.H./W.Q. Canoeing	*Kaiser/Pease
	Trees	*Hanson/Haueter/Gribble/Roberts/Travis
	Photo/Camera	*Neff/Eastlund /(Kane)
	Plankton Demo	*Eastlund
	Canoe Race	*Kaiser/Everyone else help/cheer

*Denotes instructor in charge: Instruct groups, bring and maintain equipment/materials.

May 24: *Wrap-up Day* in Andy's classroom *Neff/Committee members available
 Post-Test/Student Evaluation

May 24: *Multi Media Student* presentations in Tori Kane's room 205 second and seventh hours *Neff/Committee members available

