

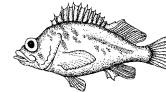
# GROUP LEADER SLEEPOVER CONTRACT

**IMPORTANT: You must bring this signed contract for admission to your sleepover.**

Dear Group Leader,

We would like to thank you for joining us for a sleepover here at the Aquarium. To insure your students will have the highest quality experience, we require you act as monitor and facilitator for your group, and that you review the following information and guidelines with your chaperones and students before you check into the Aquarium. Be sure to read over this contract, sign and return it to the Sleepover Staff when you arrive. *Please remember, you must bring this signed contract with you in order to receive admission into the Aquarium.*

- We require you to bring a minimum of one chaperone for every 10 students. We recommend you bring one chaperone for every five students.**
- Chaperones **must** be at least 21 years of age.
- Provide each chaperone with a Chaperone Contract (included in these materials) that they must read, sign, and bring with them the evening of the sleepover. Reviewing why these rules are important will gain the cooperation and understanding of both students and chaperones.
- Please understand, only a limited number of people will fit in each tunnel, therefore, we ask that you assign sleeping arrangements before arriving at the aquarium. Though we do not require it, we recommend separating males and females. Also, please consider placing students who may be afraid to sleep in the shark tunnel in one of the other two tunnels.** Each tunnel should include at least two chaperones located at either end of the tunnel. **We can only accommodate:**



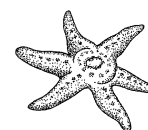
- 34 in the shark tunnel
- 14 in the Orford Reef tunnel
- 12 in the Halibut Flats tunnel

- You must arrive on time for your sleepover.** The Aquarium's security gates will be locked shortly after your scheduled check-in time. There will not be anyone available to let you into the building following the 20-minutes allotted to check-in.
- To help your group have a more focused and enjoyable experience, please give clear directions to students and chaperones on your expectations as well as the Aquarium's. Because we would like you to have the safest and best learning experience possible during your stay, we require you to enforce the following guidelines:
  - **Remind chaperones to model good behavior, participate in all the activities, and assist with discipline when necessary.**
  - For the safety of our animals, our staff, and your group, **students must remain with their chaperones at all times—this includes high school students.** Also, if students become unruly and/or separated from chaperones, they will be placed under a chaperone's supervision and may miss out on some of the planned activities.
  - Your group must park in the parking lot and not along the green curb. **You will be checking in and leaving by the Classroom (Staff) entrance.** This is not the main entrance to the aquarium.
  - **Make sure you have everything you need from your car, as you will not be allowed to leave the aquarium once inside (for security purposes).**
  - **The gift shop will be open from 9-9:30a.m. after your sleepover is over in the summer. In the winter the gift shop is open by request only. If you would like to use the gift shop, be sure to plan for additional time.**

- **Please have your group bring only the gear they can carry.** We will be walking from the entrance of the Aquarium to the *Passages of the Deep* exhibit and **carts are not available to transport gear.**
- **For your group’s safety and security, as well as that of the staff and the animals, we do not permit:**

• running	• kicking or throwing gravel
• climbing on rocks	• gum chewing
• yelling	• smoking
• additional food or snacks (exception: special diets)	• electronic devices (music, game players, cell phones-exception: for emergencies)

- **Help us protect the animals.** Do not frighten animals and only touch them gently **in designated areas.** Never throw anything into the exhibits or tap on the sides of the aquariums. (Sound travels faster in water and is much louder to the animals in the exhibit).
- **Do not use tanks, windows, or signs as writing surfaces** because they scratch easily. Bring a clipboard, book or simply use a friend’s back as a writing surface.
- **During the morning behind the scenes tour, you must abide by these rules for the safety of the animals and our staff. If you cannot, your behind the scenes experience will be cut short.**  
**Please be sure to:**
  - talk only in quiet voices
  - stay together with the group
  - do not make sudden movements, run or climb on the rocks
  - listen to what the Aquarium staff is sharing with you.
- **You may take pictures of any of the animals.** If your camera has a flash, hold your camera at an angle to prevent the flash from glaring off of the acrylic.
- **If you need first aid assistance,** contact the Aquarium Sleepover Staff, and they will contact the security staff who will assist you.
- **If you have a question, ask the Sleepover Staff.**
- Lastly, please **bring only the gear you can carry.** We will be walking from the front entrance of the Aquarium to the *Passages of the Deep* exhibit and **carts are not available to transport your gear. Make sure that you have everything you will need from your car as we can not let you wander back to your car later in the evening.**



**My students, their chaperones, and I understand the Aquarium’s rules and agree to abide by all of the above points.**

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(Group leader’s signature) (Date)

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(Print name) (School/group name)

**Thank you for helping us to make your trip a splashing success!**

The Oregon Coast Aquarium is a SMOKE FREE facility



# Sleepover Chaperone Contract

## Be a Great Chaperone!

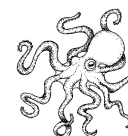
Dear Chaperone,

We appreciate your participation as a chaperone for your group sleepover. To insure your group will have a focused and enjoyable experience, please give clear directions to students on your expectations as well as the Aquarium's. **Your role as a chaperone is more than just a supervisor. You should model good behavior, participate in activities, discipline students if necessary, and stay with the students at all times throughout the sleepover.** Because the Aquarium's staff would like your group to have the safest and best learning experience possible during your sleepover, please review the following Aquarium guidelines with your students:

- **You must arrive on time for your sleepover.** The Aquarium's security gates will be locked shortly after your scheduled check-in time. There will not be anyone available to let you into the building following the 20-minutes allotted to check-in.
- Your group should park in the south parking lot and not along the green curb. **You will be checking in and leaving by the Classroom (Staff) entrance.** This is not the main entrance to the aquarium.
- For the safety of our animals, our staff, and your group, **students must remain with their chaperones at all times—this includes high school students.** Also, if students become unruly and/or separated from chaperones, they will be placed under a chaperone's supervision and may miss out on some of the planned activities.
- **Make sure that you have everything you will need from your car, as you will not be allowed to leave the aquarium once inside (for security purposes).**
- **Please have your group bring only the gear they can carry.** We will be walking from the entrance of the Aquarium to the *Passages of the Deep* exhibit and **carts are not available to transport gear.**
- **We DO NOT PERMIT the following :**

• running	• kicking or throwing gravel
• climbing on rocks	• gum chewing
• yelling	• smoking
• additional food or snacks (exception: special diets)	• electronic devices (music, game players, cell phones-exception: for emergencies)

- **Help us protect the animals.** Do not frighten animals and only touch them gently **in designated areas.** Never throw anything into the exhibits or tap on the sides of the aquariums. (Sound travels faster in water and is much louder to the animals in the exhibit).
- **Do not use tanks, windows, or signs as writing surfaces** because they scratch easily. Bring a clipboard, book or simply use a friend's back as a writing surface.
- **During the morning behind the scenes tour, you must abide by these rules for the safety of the animals and our staff. If you cannot, your behind the scenes experience will be cut short.**  
*Please be sure to:*
  - talk only in quiet voices
  - stay together with the group
  - do not make sudden movements, run or climb on the rocks
  - listen to what the Aquarium staff is sharing with you



**Here are a few tips to make your sleepover a good one:**

*What will I be doing as a chaperone?*

- You will supervise a small group of students (10 or less) during the Aquarium Sleepover, helping them learn from the exhibits and making sure they behave appropriately.
- You will actively participate in the scavenger hunt and other planned activities.
- You will be keeping track of your students at all times.
- You will not leave your group or the Aquarium Sleepover Staff at any time.

***How can I help the students get the most out of their sleepover?***

- Be sure you understand the agenda for the evening and morning events.
- Be sure you understand your role as a chaperone during the sleepover.

***How do I help the group complete the scavenger hunt?***

- The scavenger hunt does not rely on your being an expert—instead you will find the answers along with your students.
- Help the students read the clues for each gallery.
- Be sure to ask questions of each student in your group. There will always be a few students who have all of the answers. When an answer is found, ask the group if they agree or disagree and to explain why.

***Where can I get more information about an exhibit or an animal?***

- The Aquarium Sleepover Attendants will be happy to answer your questions.

***Can we tour the Aquarium the next day?***

- Yes! Just make sure to get your hand stamped by one of our sleepover attendants before leaving the aquarium, and you will be able to re-enter the aquarium during regular operating hours (10a.m. in the winter and 9a.m. in the summer.)

***Can the students visit the gift shop?***

- Yes! The gift shop will be open from 9-9:30a.m., after your sleepover in the summer. If you would like the gift shop in the winter months you must request it ahead of time. If you would like time in the gift shop, be sure to plan additional time for this.

***What else do I need to know?***

- Please leave additional small children at home as they can distract from your duties as a chaperone.
- We recommend bringing a sleeping pad, but please do not bring mattresses larger than double/full size or cots (also, two people should sleep on a double if you would like to sleep in the tunnels – if there are enough chaperones in the tunnels, you may sleep in the event room on a larger sized mattress).
- Free coffee will be available in the morning, and you will also be able to purchase espresso drinks from our Cafe.

**I understand the Aquarium’s rules and agree to abide by all of the above points.**

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(Chaperone’s signature)

(Date)

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(Print name)

(School/group name)

**Thank you for helping us to make your trip a splashing success!**

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