

Calvin Crest Outdoor School

Suggested Procedures for Selecting Cabin Leaders (High School Students)

- STEP 1** Contact someone at the local high school(s) at least two months prior to the week your school is scheduled to come to Calvin Crest. Give the contact person the application forms and approximate number of male and female cabin leaders needed (1 cabin leader/7 students). Give that person any other necessary information such as advertising, deadlines, suggested students, and the minimum requirements listed below.
- STEP 2** Applications should be given to senior or junior students meeting these minimum requirements. (The high school may have additional or more stringent requirements.)
1. Students should have at least a "C" average, with no "Ds" or "Fs" in the present grade period.
 2. Meet high standards for maturity and citizenship.
 3. Have a good attendance record.
 4. Willingness to work with elementary age students.
- STEP 3** Students must fill out applications completely and return it by a given deadline for evaluation of the applicant by a high school official.
- STEP 4** Following this evaluation of applicants, the high school administrator or designee approves those applicants qualified for this position based on academic standing, maturity, responsibility, etc. Approved applications are returned to the elementary school for further screening.
- STEP 5** The high school is notified which applicants have been selected. A meeting time is set for an orientation meeting between those selected and the elementary school staff. The elementary school staff will provide Cabin Leader Information and other enclosed forms, as well as lead this meeting to help prepare the cabin leaders.
- STEP 6** Following the high school student's week at Calvin Crest, an evaluation form will be filled out (upon request) by the Outdoor Education Director in consultation with the elementary school teachers. This form will be given to the lead teacher who will give it to the Cabin Leader. It is requested that the student's counselor go over the evaluation with the student, and the evaluation be placed in the student's file.