



Dear Educator,

This letter serves as a confirmation for your school's participation in the RISE Retreat with The Diversity Center of Northeast Ohio.

## RISE Retreat

Respect • Inclusion • Social Justice • Empathy

April 18-20<sup>th</sup>, 2024

Theme: "Activism: Student Change-Makers"

As the RISE Retreat fast approaches, there are a few things we would like to address.

- **Arrival at the Retreat:** School groups are expected to arrive at Camp Wise between 4:00-5:00 pm on Thursday, April 18<sup>th</sup>. Dinner on Thursday will be provided between the hours of 5:30-7:00 pm.
- **Departure from the Retreat:** Pick-up and departure from Camp Wise will take place between 11:30-12:00 the morning of Saturday, April 20<sup>th</sup>.
- **COVID-19 Precautions:** If any participants have any symptoms (feeling ill, fever, cough, etc.), they should not attend the retreat. Mask usage during the retreat is optional, and masks will be provided for participants if they would like to use them. All participants will complete a quick temperature and health check each morning before breakfast.
- **Notes on Accessibility:** All buildings in use at Camp Wise have stairs and also ramp entrances. The main pathways around camp are paved, but some are gravel and/or packed dirt. There are gender neutral restrooms in the building the educators will be staying in. Students will be participating in a low ropes course ran by the camp's trained staff, and educators will have an option to also participate in this activity during one of the educator session times.
- **Sleeping Accommodations:** The students will be staying in cabins with our volunteer college counselors. All counselors have received training and completed background checks. Student cabins have bunk beds. The educators will be staying in a building designated for educators and staff. These rooms have bunk beds and are shared rooms with either 1-6 other educators, depending on the room.



Some rooms have beds that are not bunk beds. All sleeping areas have outlets for medical devices and charging devices.

- **Cell Phones:** The goal of the retreat is to connect with others, be present in the moment, and build community. All participants, students and educators, should plan to keep their cell phones put away during the retreat. While we understand there are emergencies and family needs, please model this behavior for students throughout the retreat and remind them to keep their phones away and off during the retreat. Note: The cell service is not the greatest out at camp.
- **Vaping & Tobacco Products:** Student usage of vaping and/or tobacco products are strictly prohibited during the retreat. Educators will have a designated smoking area away from all activity areas, and staff will note where this is located during camp orientation.
- **Drugs & Alcohol:** Any and all drug and/or alcohol usage during the retreat is strictly prohibited. Remind students that this is a leadership retreat and they are representatives of their school. If any student brings any of these with them, they will be sent home and a parent will need to pick them up.
- **Medications:** The Diversity Center staff is not able to administer medications to participants. If you have prescribed medications that you take, please make sure to bring these with you. Students and educators will be responsible for their own medications during the retreat, which are also noted on the medical forms in this packet.
- **Registration Forms:** Enclosed are the educator/chaperone and student packets, which can also be found online at [RISE High School Retreat - The Diversity Center \(diversitycenterneo.org\)](http://www.diversitycenterneo.org).

**Educator/Chaperone Packet Includes:**

- Contact Information
- Agreement to Participate & Emergency Release
- Emergency Contact
- Medical Information & Medical History Form
- General Information
- Chaperone Publicity Release
- Packing List
- Camp Wise Parking Instructions/Map

**Student Packet Includes:**

- Agreement to Participate & Emergency Release
- Contact Information & Emergency Contact
- Medical information & Medical History Form
- Cabin Assignments
- General Information
- Student Publicity Release
- Important Phone Numbers
- Packing List



**ALL forms MUST be completed and signed in order for you and your students to participate. All forms with the original signatures MUST accompany each student upon their arrival at camp.** As the chaperone, you are responsible for students having **ALL** of their forms completely filled out by Friday, **March 29, 2024**. **All forms can be scanned and emailed to [schoolandyouth@diversitycenterneo.org](mailto:schoolandyouth@diversitycenterneo.org) or mailed to the address above.** If a student has incomplete forms, they **WILL NOT** be able to participate. It will be **YOUR** responsibility to arrange for that student to get the completed forms to camp, and their transportation home. This is a legal issue; we cannot compromise on this.

Please stress to your students that this is a leadership retreat and that they are representatives of their school. Students will be staying at a camp, not a hotel. Appropriate attire for the location and a variety of weather conditions is required.

We look forward to this year's retreat as it is a constant reminder of the impact and power of young people in and on today's society. The retreat aims to be both fun yet challenging. Ultimately, your students will leave with invaluable skills to contribute to your school and their communities.

Please contact Megan Nelius, Director of JEDI Programs, School and Youth at [mnelius@diversitycenterneo.org](mailto:mnelius@diversitycenterneo.org) with any questions or concerns.

In Service,

School & Youth Program Department

### Contact Information:

\_\_\_\_\_

High School

\_\_\_\_\_

Chaperone First & Last Name

Age \_\_\_\_\_ Gender \_\_\_\_\_ Pronouns \_\_\_\_\_

E-mail \_\_\_\_\_

(Home) Street Address \_\_\_\_\_ Cell Phone \_\_\_\_\_



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City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Educator/Chaperone Agreement to Participate & Emergency Release:**

I will act as an educator/chaperone for the high school RISE Retreat scheduled for Thursday, April 18<sup>th</sup> through Saturday, April 20<sup>th</sup>, 2024, sponsored by The Diversity Center of Northeast Ohio.

I acknowledge that \_\_\_\_\_ or \_\_\_\_\_  
**(Your Name) (Secondary Educator/Chaperone)**

will be residing overnight Thursday, April 18<sup>th</sup> through Saturday, April 20<sup>th</sup>, 2024. At least 1 of the educators/chaperones attending the retreat will need to plan to stay overnight at camp in the educator dormitory.

In the event reasonable attempts to contact my designated contact person are not successful, I hereby give my consent for the administration of treatment deemed necessary by a licensed physician or dentist.

This authorization does not cover major surgery unless the medical opinion of two licensed physicians or dentists concurring on the necessity of such surgery is obtained prior to the performance of such surgery.

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**EDUCATOR/CHAPERONE'S SIGNATURE**

**Date**

**Emergency Contact:**

Name/Relationship \_\_\_\_\_

Address \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (day) \_\_\_\_\_ Phone (evening) \_\_\_\_\_ Phone (cell) \_\_\_\_\_



## Medical Information & Medical History:

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Physician: Name

Phone (day & night)

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Medical Insurance:

Provider & Number

### Allergies:

Seasonal Allergies (pollen, ragweed, grass, etc.)

Food (list below)

Insect Bites/Stings

Medication Allergies (list below)

Poison Ivy, Sumac, Oak

Other (list below)

Please list any important information to know about your allergies. (e.g. "I carry an epi-pen/inhaler.").

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Currently taking medication for allergies? Please describe:

### Medical Conditions:



- |  |   |                                |
|--|---|--------------------------------|
| <input type="checkbox"/> Asthma            | <input type="checkbox"/> Heart Disease/Disorder | <input type="checkbox"/> Other |
| <input type="checkbox"/> Epilepsy/Seizures | <input type="checkbox"/> Ear Infections         |                                |
| <input type="checkbox"/> Injury            | <input type="checkbox"/> Diabetes               |                                |

Please describe any medical conditions that could affect participation. Note: There will be a dance on Friday night that may/may not feature flashing lights. Please note if this will be a concern so we can plan to make arrangements to communicate this to our DJ accordingly.

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**Medications:**

Are you taking prescribed medication? If so, please list medication & dosage schedule.

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**Dietary Restrictions:**

Any special consideration or dietary needs? **PLEASE SPECIFY IF YOU ARE A VEGETARIAN, MAINTAIN A KOSHER DIET, LACTOSE-FREE, GLUTEN-FREE, OR HAVE FOOD ALLERGIES!**

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Vegetarian  | <input type="checkbox"/> Lactose-Free           |
| <input type="checkbox"/> Vegan       | <input type="checkbox"/> Food Allergies         |
| <input type="checkbox"/> Gluten Free | <input type="checkbox"/> Other (please explain) |

Note: All food served (meals and snacks) will be provided by contracted caterers. All foods and meals at Camp Wise are [Kosher](#).

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**Additional Information:**

Please offer any necessary health information not included on this form:

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**General Information:**

At least 1 of the educators/chaperones attending the retreat will need to plan to stay overnight at camp in the educator dormitory. If you are not planning to stay overnight, you will need to plan to back at camp by 8:00 each morning for breakfast with the students.

I will be staying overnight

I will not be staying overnight

Other important details regarding educator/chaperone accommodations:

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Please share any additional information you would like the staff/counselors to know about you. (optional)

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Have any questions about the registration forms or the RISE Retreat?

Email us at [schoolandyouth@diversitycenterneo.org](mailto:schoolandyouth@diversitycenterneo.org)

### **Educator/Chaperone Publicity Release**

Photographs, slides, quotes, and videos may be made during the retreat, and participants are likely to be included in any of these. These photos, slides, quotes, and videos may be used in press releases, news stories, various The Diversity Center of Northeast Ohio publicity pieces, social media, or in similar publications.

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I give my consent to use photographs, slides, or quotes, and videos in which I may appear for publicity purposes.





The  
**Diversity Center**  
*of northeast ohio*

3659 Green Road, Suite 220  
Cleveland, Ohio 44122  
p. (216)752-3000  
[www.diversitycenterneo.org](http://www.diversitycenterneo.org)

**EDUCATOR/CHAPERONE'S SIGNATURE**

**Date**



## Emergency Information:

**In the event of an emergency, please refer to the names and phone numbers listed below.**

### Diversity Center Program Staff:

**Samantha Speck (she/her):** Chief Program Officer

Phone: 234-348-1980

**Megan Nelius (she/her):** Director of JEDI Programs, School & Youth

**Em Richards (they/them):** Senior JEDI Specialist, School & Youth

**Calil Cage (he/him):** JEDI Specialist, School & Youth

### Important Addresses:

**Camp Wise**

**13164 Taylor Wells Road**

**Chardon, OH 44024**

**440.635.5444**

**The Diversity Center of Northeast Ohio**

**3659 Green Road, Suite 220**

**Cleveland, OH 44122**

**216.752.3000**

## Suggested Packing List:

**DRESS APPROPRIATELY FOR THE WEATHER:** Activities will be both indoors and outdoors rain or shine. Check the weather report before you pack; pack for all possible conditions. In case of rainy weather, most activities will be moved indoors, but travelling between buildings at camp will require short periods outdoors.

**DRESS IS CASUAL:** Jeans, T-shirts, shorts, etc. The emphasis is on comfort. Some of our outdoor activities will include a low-ropes course, sports (optional), and physical activity; we suggest packing clothes that you feel comfortable in for physical activity and that you don't mind getting dirty/muddy. Dress in layers so you can add or remove layers based on the changes in weather and temperature throughout the day. Closed toed shoes are a must, please wear sturdy and comfortable sneakers.

**SLEEPING ACCOMMODATIONS:** The cabin beds have mattresses, but NO pillows, linens, or towels. Students and educators/chaperones should bring their own pillows, sheets, towels, and blankets or sleeping bags. Each cabin does have heat, an electrical outlet, light, and bathroom with shower stalls.

**A NOTE ON CELL PHONES:** The goal of the retreat is to connect with others, be present in the moment, and build community. All participants, students and educators, should plan to keep their cell phones put away during the retreat. While we understand there are emergencies and family needs, please model this behavior for students throughout the retreat and remind them to keep their phones away and off during the retreat. Note: The cell service is not the greatest out at camp.

### **WHAT NOT TO PACK:**

- Snacks, candy, and food items are strictly prohibited in the cabins. We want to ensure we don't attract any unwelcome critters or insects. This is a strict rule put in place by Camp Wise, please respect this and don't make the counselors confiscate snacks. If you need a specific food item for a medical condition, please specify this on your medical forms and give this to a staff member to store in a sealed container to be administered upon request.
- Students: Gaming devices, technology, laptops. Expensive jewelry. Money.
- The Diversity Center and Camp Wise are not responsible for lost, stolen, or damaged items.

## WHAT TO PACK:

- Jeans/long pants
- Shorts
- T-shirts, long-sleeve shirts
- Underwear, socks (pack extra pairs of socks in case they get wet due to the weather)
- Light jacket/sweatshirt (we'll have some evening outside activities)
- Pajamas
- Sturdy and comfortable sneakers
- Shower shoes/flip flops (optional)
- Rain gear (ponchos, rain jacket with hood) – **We're outside rain or shine!**
- Twin sheets and blanket OR sleeping bag, pillows
- Toiletries: toothbrush, toothpaste, hairbrush, soap, shampoo, deodorant, etc.
- Towel and wash cloth (for shower)
- A trash bag or grocery bag for dirty clothes/towel in suitcase when repacking to leave
- Flashlight with fresh batteries
- Reusable water bottle
- Sunscreen, insect repellent – We will have these provided daily for all participants, but pack if you have your own favorite brands.
- Phone charger
- Any medications

**LABEL EVERYTHING WITH YOUR NAME:** Label everything with your name using a piece of tape and a sharpie just in case you misplace something; this makes it a lot easier to figure out whose flashlight or water bottle is sitting on the picnic table when there's 100 people at camp! Each cabin will also have a roll of masking tape and a sharpie in case there's anything you want to label when you are unpacking.

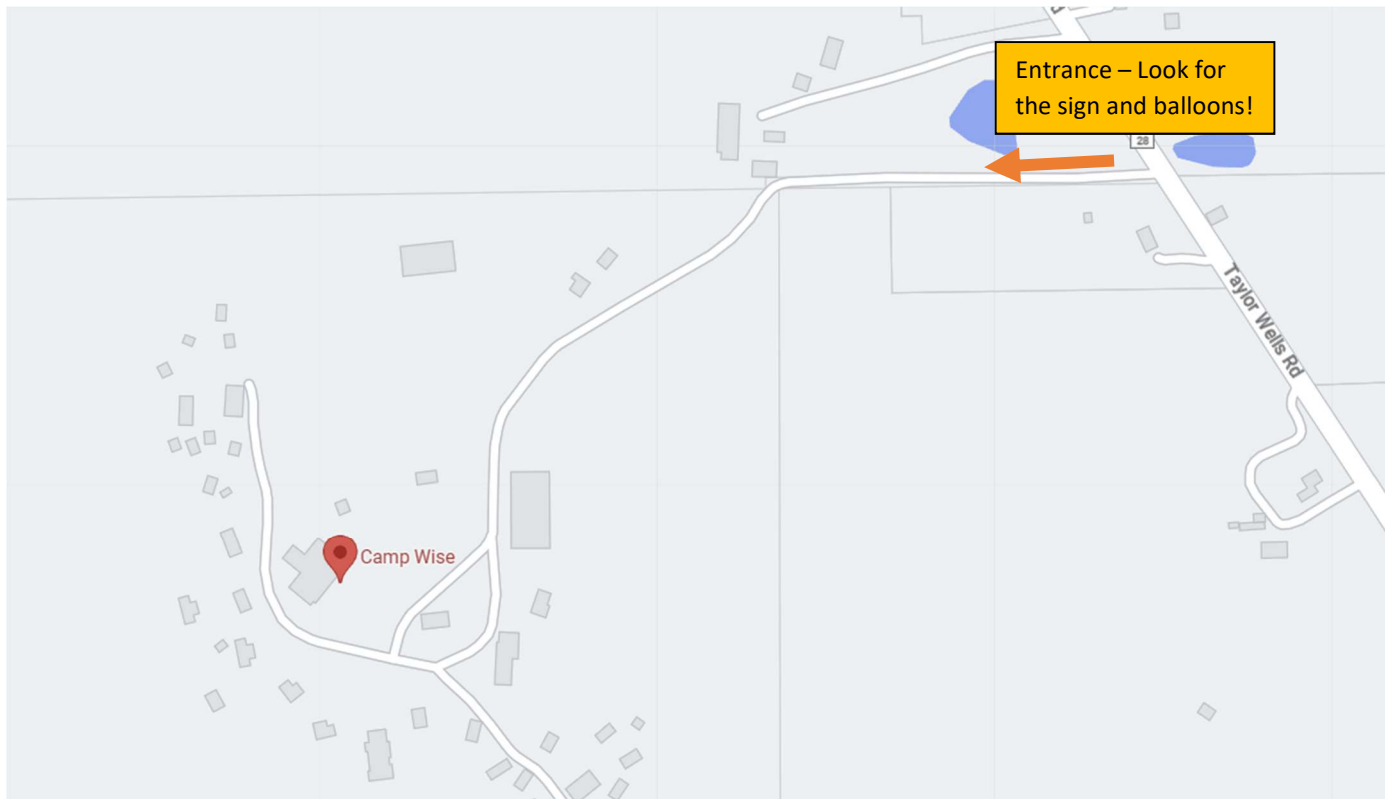
**TALENT SHOW:** There will be a Talent Show on Friday night where participants can sign up to perform a talent, do a fun skit with their cabin/core/student groups, or perform their activism project. If there's anything you might want to bring for this, plan accordingly (e.g. Pack your guitar if you want to sing a song and play, etc.). Students will also showcase their visual art from their activism projects in a gallery for participants to view and get to talk with the artists!

**GLOW PARTY!** There will be a dance Friday night with the theme: "Glow Party!" Think glow in the dark, bright colors, appropriate attire, etc. Themed outfits optional, it's all about having fun and feeling comfortable!

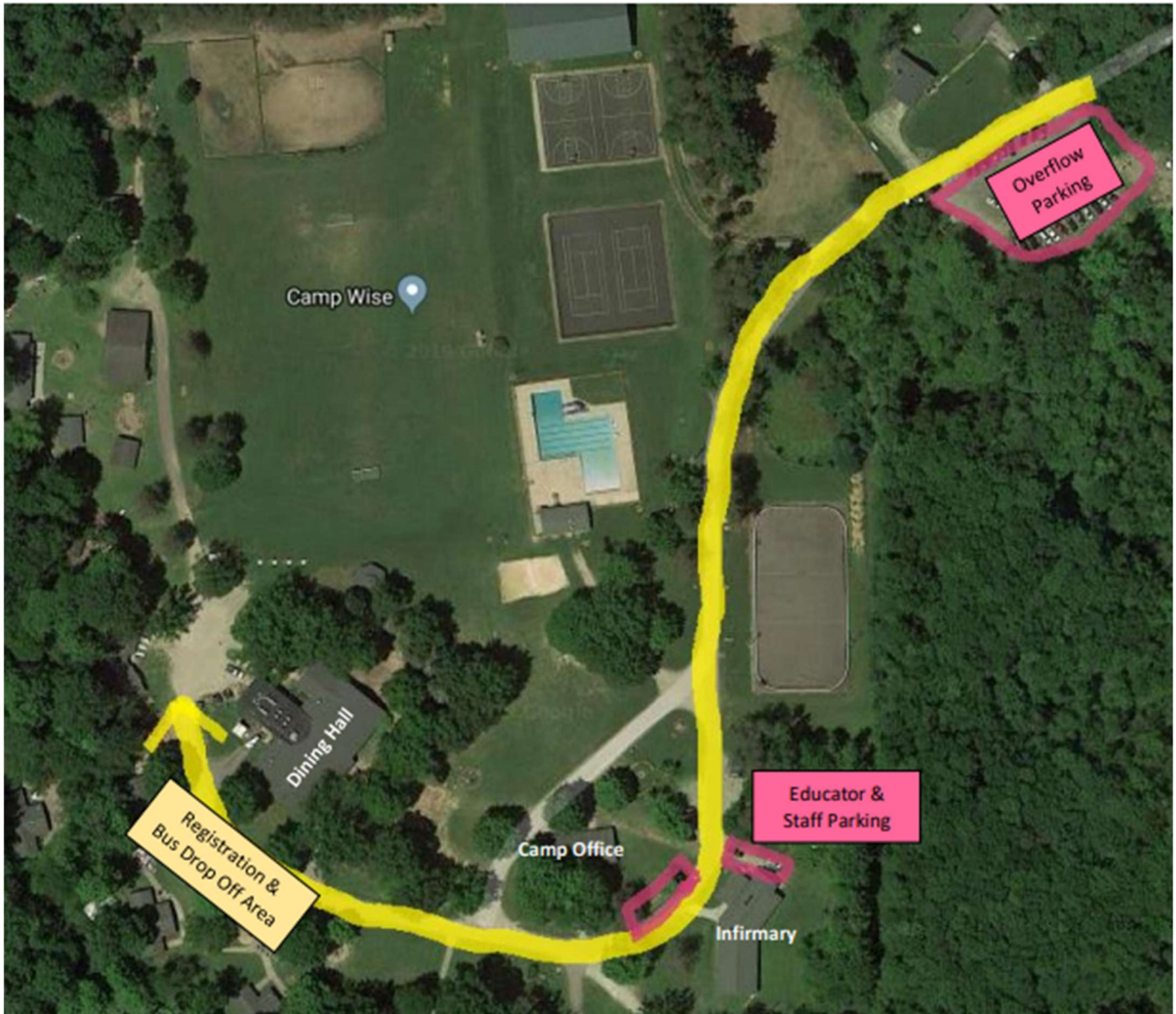


### Camp Wise Directions

13164 Taylor Wells Rd., Chardon, OH 44024-7912



We suggest screenshotting or printing driving directions in case cell service is not reliable.



- Buses should drop off/pick up students alongside the Dining Hall. Staff and signs will help direct you upon arrival and dismissal.
- If educators are driving, limited parking is available in front of the Camp Office and next to the Infirmary (Educator Lodging). Additional parking is available in the lot near the entrance to Camp Wise.