



## OUTDOOR EDUCATION 2017-2018



### HIGH SCHOOL COUNSELOR LETTER

#### KEEP THIS LETTER FOR FUTURE REFERENCE OF THE DATES BELOW

October, 1, 2017

Dear Counselor Applicants:

The Las Virgenes Outdoor Education Program is in its 41st year of operation. This program is designed to provide fifth graders with an opportunity to develop attitudes and skills that will enable them to have a greater appreciation for ecology and their environment.

One essential element of this program has been our Las Virgenes high school counselors. Their enthusiasm and dedication have added greatly to the success of Outdoor Education.

The program is held at King Gillette Ranch, a 600 acre facility in our beautiful Santa Monica Mountains. The program is offered in conjunction with the Mountain Recreation and Conservation Agency (MRCA).

All students, counselors, teachers and directors will live in a dorm. Each counselor is assigned between 8-13 students to help, support and guide through the week. A team of naturalists will lead all of the activities. The learning activities are hands-on and out on the trails.

As a counselor you are expected to participate in all activities and monitor student involvement and behavior. You are also expected to be an excellent role model in all aspects of the program.

All applicants will attend a Counselor Training/Orientation/Interview process at King Gillette Ranch. After the counselor interviews, the counselors and alternates will be selected, and all candidates will be notified of their status by email.

If you are selected as a counselor, you will be expected to arrive at King Gillette Ranch the first day of your week on Monday, by 7:30 a.m. and you will complete your assignment by Friday, at 12:00 p.m. Once you are at camp, you may not leave the premises unless prior arrangements have been made.

As a counselor you will work very hard. The program demands on you are great but you will be stronger because of your commitment. You won't get paid, but you will be appreciated and long remembered. We sincerely believe that this experience will be very meaningful and rewarding to you and to the students in your care. We will be happy to give you a letter for your service learning hours.

If you are a person with energy, enthusiasm and patience with children, we want and really need you to help keep Outdoor Education a truly exceptional program for the students of Las Virgenes.

#### **APPLICATION DEADLINE:**

**FRIDAY, DECEMBER 15, 2017 at 3:00 PM**

**Please return pages 3-7 of the High School Counselor Packet**

**RITA WEISS AT CALABASAS HIGH SCHOOL &**

**ATTENDANCE OFFICE: KAITLYN VIRZI AT AGOURA HIGH SCHOOL**

# BE A HIGH SCHOOL COUNSELOR!

*Be a role model to  
children!*

Earn service credit hours!

Once in a lifetime  
experience!



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### HIGH SCHOOL COUNSELOR LETTER

**You will need to attend only one of the following interviews and trainings.**

#### **COUNSELOR INTERVIEWS:**

**Thursday, January 18, 2018 from 3:30-5:00 p.m.**

**Or**

**Saturday, January 20, 2018 from 9:00-11:00 a.m**

**At**

**King Gillette Ranch  
26800 West Mulholland Hwy.  
Calabasas, CA. 91302**

**Please RSVP on your application as to which training you will attend.**

After this round of interviews, all applicants will be notified by mail of the counselor selection by Friday, January 26, 2018. If selected, this letter will give all of the information you will need and a permission slip that will need to be returned to us.

After you have been selected there will be a mandatory training at your high school for about one hour by the camp director and a naturalist from King Gillette at the date and times below.

**I will attend the training at CHS on Monday, February 5<sup>th</sup> 3:00-4:00 p.m..\_\_\_\_\_**

**OR**

**I will attend the training at AHS on Wednesday, February 7<sup>th</sup> 3:00-4:00 P.M.\_\_\_\_\_**

#### **Directions to King Gillette Ranch:**

Take Hwy 101 (Ventura Freeway) to the Las Virgenes/Malibu Canyon exit. Head south on Las Virgenes Road and continue to Mulholland Hwy. about two miles. Turn left onto Mulholland Highway and immediately look for the King Gillette Ranch entrance on the right.

**The counselor application is attached. Remember to keep this page for future reference and only submit the application pages.**

Sincerely,

Clara Finneran  
Assistant Superintendent of Educational Services



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### HIGH SCHOOL COUNSELOR REGULATIONS

The following regulations have been established to create a better understanding among the counselors, the school district, the camp and the program directors. Failure to comply with any of the regulations below will result in your immediate dismissal from this program and possible suspension from the high school which you attend.

- 1. All Las Virgenes Unified School District Policies and Procedures are in effect.**
- 2. No fifth grade student shall be allowed to leave the immediate camp area unless accompanied by a counselor or other adult staff member.**
- 3. It is against camp regulations for boys/girls to go to the door or enter any of the areas used by members of the opposite sex. This applies to counselors as well as students.**
- 4. The use of cigarettes, alcohol or drugs is strictly forbidden**
- 5. Counselors should model outstanding character including refraining from use of profanity.**
- 6. Counselors will pay strict adherence to being in the supervised areas with the students from bedtime until 7:30 a.m. the next morning.**
- 7. Counselors will not leave the campgrounds at any time during the week without explicit permission of the program directors.**
- 8. It is against camp regulations for any camper to have matches in his/her possession.**

*I have read the regulations. I understand the requirements of the job of counselor, and by signing, I agree to follow the rules listed above and other such rules listed above by the camp directors. I further understand that my failure to abide by the rules will be grounds for my dismissal from the program and possible suspension from school.*

*I understand that should I be offered a position of counselor, said position will be for a specific week. Should I, for any reason, not be able to attend the week offered, my name will go on an alternate list and I will be called in order of my placement on this list.*

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
HIGH SCHOOL

**\*SUBMIT THIS WITH YOUR APPLICATION\***







## OUTDOOR EDUCATION 2017-2018



**THIS SECTION NEEDS TO BE COMPLETED AND RETURNED WITH YOUR APPLICATION AND YOUR 1<sup>ST</sup> OR 2<sup>ND</sup> SEMESTER SCHEDULE AND TEACHER SIGNATURES.**

**TEACHER INFORMATION:** Please fill in your class schedule. It will be necessary for each of your teachers to sign this section. Their signatures indicate only awareness of your interest in the position and that you are achieving at least a 2.0 GPA in their class. If you have no class during a period, please indicate. **IT IS YOUR RESPONSIBILITY TO ARRANGE MAKE-UP WORK WITH YOUR TEACHER.**

Prd. Rom#	Course	Title	Teacher's Signature	Teacher Remarks (Optional)
1				
2				
3				
4				
5				
6				



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**AVAILABLE WEEKS:** Prioritize (1 being your first choice, 2 being your second choice, etc.) the weeks you will be available on a full time basis to serve as counselor. Do NOT list weeks when you are not available. If you are in a sport or extra-curricular activity, check with your coach or teacher of dates you will not be available. **Check your calendar carefully! You cannot leave camp for any outside commitments unless prior release was approved.**

Weeks Available	Choice # (1-4)
February 26-March 2: Chaparral	_____
March 5-9: Sumac/Mariposa	_____
March 12-16: Round Meadow	_____
March 19-23: Willow	_____
April 9-13: Lupin Hill	_____
April 16-20: Bay Laurel	_____
April 23-27: Yerba Buena	_____
April 30-May 4: White Oak	_____

**APPLICATION DUE BY FRIDAY, DECEMBER 15, 2017, 3:00 P.M.**





**HIGH SCHOOL COUNSELOR PARENT PERMISSION FORM**

**My child**, has my permission, if selected, to serve as a counselor for the Las Virgenes Unified School District Outdoor Education Program at King Gillette Ranch. I understand that my child will be directly responsible to the directors of the program and that my child will accept all responsibilities as assigned. I understand that my child has requested teacher review and special academic assignments so that he/she will not be academically penalized by this one week's absence.

\_\_\_\_\_  
Parent Signature (**mandatory if under 18**)

\_\_\_\_\_  
Date

**I AM 18 YEARS OF AGE:** \_\_\_\_\_  
Student Signature

**PLEASE SUBMIT PAGES 3-7 by December 15, 2017 to:**  
**RITA WEISS AT CALABASAS HS or**  
**ATTENDANCE OFFICE: KAITLYN VIRZI AT AGOURA HS**