



# Inland Seas

EDUCATION ASSOCIATION

Ship and Shore Preparation Guide

Dear Educator,

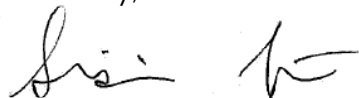
Thank you for choosing to join Inland Seas Education Association (ISEA) on a sail this year. We are very excited to have you and your students aboard! The purpose of this guide is to provide you with all the information you will need to prepare you, your students, and chaperones for a sail with us.

All of the tasks you'll need to complete before and after your program are included along with most of the printable resources and checklists you'll need to prepare.

Review the enclosed information carefully and don't hesitate to reach out to us if you have any questions. We are here to help and want to ensure you have a fulfilling experience. If someone in your group requires physical accommodations, please let us know at least one month prior to your sail so we can ensure everyone has a pleasant and memorable experience. Feel free to contact me at [srustem@schoolship.org](mailto:srustem@schoolship.org) or 231-271-3077.

WELCOME ABOARD! We are excited to share the Great Lakes with you and your group and hope to inspire curiosity, stewardship, and passion in all who attend.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stephanie Rustem', written in a cursive style.

Stephanie Rustem  
Program Coordinator

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## Who is Inland Seas Education Association?

Inland Seas Education Association (ISEA) is a nonprofit organization located in Suttons Bay, Michigan. Our mission is to inspire Great Lakes curiosity, stewardship, and passion. We work toward this mission each day by providing hands-on science, technology, engineering, and math (STEM) programming to learners of all ages on the Great Lakes.

Since 1989, ISEA has served more than 130,000 program participants on or near the Great Lakes. Students develop an appreciation for the Great Lakes aboard our traditionally-rigged tall ship schooners, along the shoreline, and in the local wetland. The Great Lakes comprise 20% of all the accessible fresh water needed to sustain life on earth. We believe the future sustainability of the Great Lakes rests in all of our hands which is why we focus on STEM education. Through hands-on, experiential learning activities for people of all ages, participants gain the knowledge needed to understand the commitment necessary for the long-term stewardship of the Great Lakes.



## Curriculum Overview

ISEA's Schoolship programs are designed to educate students about the Great Lakes in hopes of inspiring their curiosity, stewardship, and passion for them. Our innovative, hands-on teaching strategies inspires student learning by making science real. While aboard, students collect real data using scientific processes, assist the crew in the raising of sails, and spend their time learning about the Great Lakes. We use a variety of developmentally appropriate strategies to meet the diverse learning needs of program participants.

During our Ship and Shore programs, student learning is focused on different components of the Great Lakes food web including plankton, fish, and benthic organisms and how the food web can be impacted by water quality, microplastics, and invasive species.

## Ship Policies and Procedures

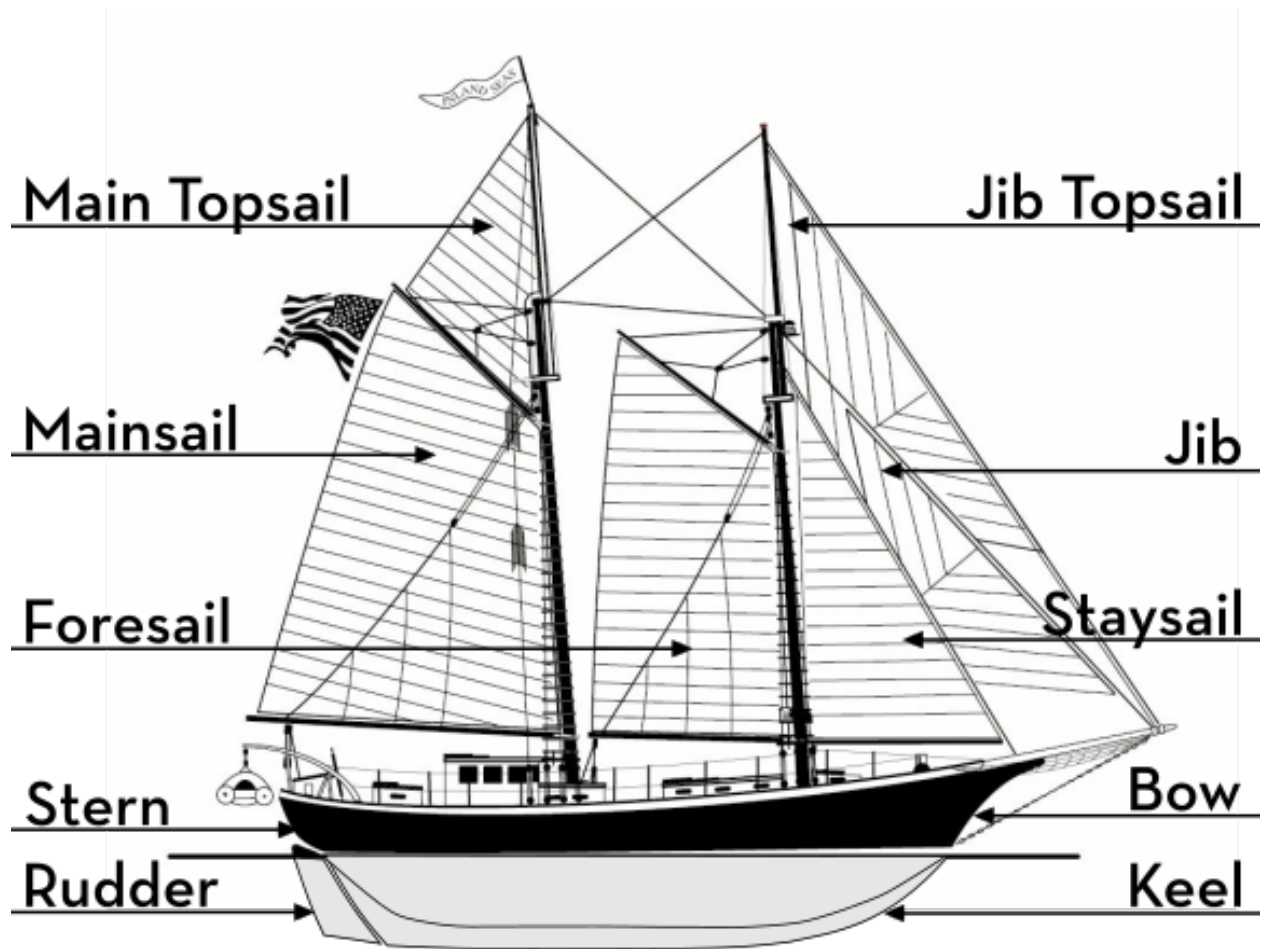
At ISEA, safety is our primary concern. The vessels used for our programs are licensed and inspected by the U.S. Coast Guard and are sailed by licensed captains. The vessels meet or exceed all requirements necessary for approved operation on the Great Lakes. Upon arrival, passengers will receive pre-boarding safety instruction. Everyone will be shown where they may or not be while on board as well as how to use the ladders and properly wear a life jacket per U.S. Coast Guard regulations. Students are not required to wear life jackets during their sail, however, they are available in the event of an emergency.

Students are expected to follow the instructions of all staff, crew, and instructors. Safe student behavior is expected for the duration of the program.

## Get to Know the Boat

ISEA uses a schooner to deliver Schoolship programs throughout the year. *SV Inland Seas* sails out of Suttons Bay and offers Schoolship programs May - October each year. Below is a diagram of the ship to help you and your students get to know the boat before you come aboard. Please feel free to copy the image below and distribute it to your class.

*SV Inland Seas*



## Preparing for Your Program

After you've registered for your trip, there are a few things you should do to prepare your students for their sail. Below you'll find a series of checklists to guide you through these preparations.

### One Month (or More) Prior to Your Program

- Make sure you've returned your signed contract and **final payment no less than 30 days prior to your sail**. Your contract can be sent via email or mail to Program Coordinator Stephanie Rustem. To make a payment with a check, please mail your balance to the address listed at the bottom of this page. If you would like to make your final payment with a credit card please call our office at 231-271-3077 to have the payment processed over the phone.
- Plan your pre-trip activities. There are a variety of activities on our website to help your students prepare for their sail. While we recommend that students complete a few of the lessons prior to your trip, none are required. For a full list of classroom lessons, visit <https://schoolship.org/classroom-activities/>
- Send the Parent/Guardian Letter home with students to help them prepare for their trip. The letter can be found at the end of this packet and includes suggestions for proper attire and what to expect during the program.
- Double check your date.** Review your signed contract to confirm your sail date and time. If you've misplaced your contract or would like to confirm your date, reach out to Program Coordinator Stephanie Rustem at srustem@schoolship.org or 231-271-3077.
- Inform ISEA of any students that have special needs and may require special accommodations. By informing ISEA staff well in advance we can help ensure everyone onboard has a positive experience.

### Two Weeks Prior to Your Program

- NEW! The US Coast Guard requires all persons onboard a commercial vessel to wear a mask.** As a result, we require all program participants, crew, and volunteers to wear masks for the duration of all of our education programs. **Please make sure that all of your students and chaperones bring a mask with them on the day of their scheduled program.**
- Once you've determined who will be sailing with you, please divide your students into six sub-groups and complete the manifest attached at the end of this guide. Group A will start on the ship and Group B will start on shore. Include the **FIRST AND LAST NAMES OF EVERYONE** that will be onboard—this includes all students, teachers, and chaperones. This document is required by the US Coast Guard and we cannot sail without it. **Your manifest is due to our office no less than one week prior to your scheduled sail.** You can still make modifications to the manifest the day of your sail, however, pre-filling this document will help expedite the process and ensure your sail gets underway on time. You can email or mail this document to our office.

- Have each student complete the pre-trip survey. You can find this survey at [schoolship.org/student-survey](http://schoolship.org/student-survey). If your students have trouble logging in to complete the survey, try clearing the web browsing history and cache and try again. **The pre-trip survey is required for all scholarship recipients.**
- Remind students to wear layers and dress for the weather. We will go out rain or shine, so it's important for them to be prepared for any and all circumstances! A list of suggested clothing items can be found below and in the Parent/Guardian Letter.
- Provide location information to drivers. A printable handout with location and parking information is provided at the end of this packet. ***Please double check your contract for your program's location.***
- Show students the Inland Seas Safety Video. At ISEA, safety is our greatest concern. We pride ourselves on providing both safe and rewarding experiences for all of our program participants. In order to help us prepare your students for their sail, please share our short six-minute safety video with them prior to their sail. You can find the video at <https://www.youtube.com/watch?v=DdWddWl-BKo>

## The Day of Your Program

- **NEW! The US Coast Guard requires all persons onboard a commercial vessel to wear a mask.** As a result, we require all program participants, crew, and volunteers to wear masks for the duration of all of our education programs. **Please make sure that all of your students and chaperones bring a mask with them on the day of their scheduled program.**
- Dress properly. Even if it feels warm on shore, the air temperature while on the water can be 10-20 degrees cooler due to the water temperature and wind. We highly recommend students wear clothing layers that can easily be removed during their sail. It's better to have a layer to take off when a student gets too warm than be lacking a layer on the open water. Below is a list of suggested clothing items for your students:
  - Tennis shoes (Sandals with heel straps are permitted—NO FLIP FLOPS)
  - Pants
  - Socks (maybe even two pairs!)
  - Sweatshirt
  - Knit hat
  - Gloves or mittens
  - Winter coat (if the air temperature is below 60 degrees)
  - Rain coat
- Bring your manifest. Remember to bring a copy of your manifest with you if you have any changes. This will help ensure that your sail starts and ends on time.
- Call the office if you're running late. Please give our office a call at 231-271-3077 if your bus is running late. This will allow us to adjust the programming for your students to make sure they can still experience all of our offered stations.



- Student logbooks and nametags will be provided to your students by ISEA upon your arrival. There is no need to print your logbooks or nametags prior to arriving at your program site.

## After Your Program

Congratulations! You and your students have completed your sailing adventure. Below is a checklist of things to do following your sailing experience.

- Have your students complete the post-trip survey so we can continue improving the content we share and the program we deliver. The post-trip survey can be found at [schoolship.org/student-survey](http://schoolship.org/student-survey). **The post-trip survey is required for all scholarship recipients.**
- Complete the post-trip teacher survey. We want to hear from you! Your feedback is invaluable to us as we constantly seek to improve the experiences we provide for students and teachers alike. A printed post-trip teacher survey was provided in the folder provided to you on the day of your sail. If you would like a new one, contact Program Coordinator Stephanie Rustem.
- Please consider sending thank you cards to our crew, instructors, and staff. We LOVE getting cards and hearing about your students' experiences.
- If you received a scholarship, please remember to write thank you cards to your sponsoring organization. You can mail the cards to us and we will distribute them to the proper people. **A thank you to your sponsor is required for all scholarship recipients.**
- Register for next year! Our sailing schedule seems to book up more quickly each year. You can reserve your sail for the following season up to a year in advance, so book early for the most date and time options. To book your sail for next season contact Program Coordinator Stephanie Rustem via email at [srustem@schoolship.org](mailto:srustem@schoolship.org) or by calling 231-271-3077.

## Funding and Scholarships

Each year, ISEA receives program support from generous donors, sponsors, and foundations. With their help, we are able to provide our hands-on STEM experiences at a subsidized rate for all schools that participate.

We understand, however, that some schools require additional funding support in order to participate in our programs. Each year we are able to provide additional scholarship funding to some classrooms that might need additional support. We are glad that we are able to provide these scholarship funds thanks to our generous funders.

We wish we could provide full scholarship for all schools that attend, however, this just isn't feasible. In order to apply for a scholarship, a school must meet the following criteria:

- 30% of students within your school must be on free or reduced lunch according to the State of Michigan criteria
- Apply for a Spring or Summer scholarship by September 30.
- Apply for a Fall scholarship by March 31.

Please note that applying for a scholarship does NOT guarantee funding even if you have received one in the past.

If your school does not receive a scholarship for whatever reason here are a few other fundraising ideas you may want to consider:

- Target Field Trip Grants: <https://corporate.target.com/corporate-responsibility/philanthropy/corporate-giving/field-trip-grants>
- The Meemic Foundation: <https://www.meemic.com/the-meemic-foundation/grant-opportunities.aspx>
- Walmart Local Community Grants: <https://walmart.org/how-we-give/local-community-grants>
- National Education Association Grants: <http://www.neafoundation.org/pages/grants-to-educators/>
- Ask local businesses for field trip support. Local businesses are often interested in providing community support including their local K-12 school system. Ask local businesses if they would be willing to sponsor your class' trip. Just be sure to thank them whether through student-made cards, a presentation, or in another creative way!
- Try a crowdfunding website. There are a variety of crowdfunding websites that can help you and your class raise funds online and through social media. Try exploring some of these options to help fund some or all of your field trip costs.
- Hold a fundraiser. There are a variety of unique fundraisers you and your class can use to help fund your trip. With a little time and organization, these fundraisers can be very successful. Anything from a class bake sale to a car wash can help your class raise the money you need for your field trip.

For more information or to apply for an Inland Seas Education Association scholarship visit [schoolship.org/scholarship-application/](http://schoolship.org/scholarship-application/).

## Frequently Asked Questions

**Q: I see rain and storms are forecasted in the weather. When will you decide if we will go out on our sail?**

A: We will go out on our sail rain or shine, so please plan to participate in your sail regardless of the weather forecast. Even if a storm is in the forecast, they often miss our protected bay or will last for only 20-30 minutes. In the case of a storm, we will delay the sail until the storm has passed. Safety is of utmost importance, so we leave it up to our captain to assess weather conditions the day of the sail. ISEA has raingear available onboard for student use should students need them.

**Q: I want to wait to pay for my trip until after I've looked at the weather. Is this okay?**

A: In order to secure a spot a non-refundable deposit indicated on your contract is due at the time of rendering. All remaining balances are due no less than 30 days prior to your sail. Because your spot has been secured and we cannot fill it with another we must adhere to this policy.

**Q: What is your cancellation policy?**

A: Our cancellation policy is outlined on your contract. It states:

If a cancellation is 31 days or more, prior to the program start date you will receive a full refund of any payment made minus the non-refundable deposit. If the cancellation occurs 15-30 days prior to departure you will receive a 50% refund minus the non-refundable deposit. If cancellation occurs within 14 days of the departure date, you will not receive a refund.

In the event that ISEA must cancel your sail due to weather or other circumstance, a full refund will be provided.

**Q: My students usually have a snack time during the time of their sail. Is it okay for me to bring snacks along?**

A: Due to the high pace of our program we ask that your students eat their snacks immediately before or after their sail instead of consuming them on the ship. Reusable water bottles are welcomed.

**Q: Is there a restroom on the ship?**

A: Our ship is equipped with a small head (restroom) below deck for students and chaperones to use. If someone needs to use the head while on board, they're welcome to do so. Please have them ask a crew member to show them how to use the toilet as it is different from regular on shore toilets.

**Q: I am interested in extending my programming with ISEA. Are there other programs you offer?**

A: ISEA offers several different Beyond Schoolship programs for schools. These programs are a great way to round out a day of hands-on STEM experiences. Our Remotely Operated Vehicle (ROV) Engineer and Explore program encourages students to work in teams to design and modify an ROV to complete a series of tasks. Our Boat Shop programs provide students with the opportunity to build a boat together or paddles on their own as they explore the art, craft, and science behind making boats float. Finally, our Cycling program provides students with bikes for self-guided tours through Suttons Bay and along the TART Trail.

All of these program options are available as stand-alone field trips or as additions to a Schoolship. For pricing and more information please contact our office.

**Q: My school is quite far from your location. Do you have any suggestions for lodging?**

A: In June 2019 ISEA opened an on-site dorm space at the Capt. Thomas M. Kelly Biological Station in Suttons Bay. Our dorm space includes up to 40 bunk beds, dorm-style bathrooms with showers, a small kitchenette and access to our outdoor classroom, firepit, and gas grill. In addition, all those who stay with us have access to our Cycling Program free of charge. ISEA does not provide meals. For pricing and more information please contact our office.

## Other Helpful Documents

This section includes handouts and other documents that can be helpful for you as you prepare for your sail including:

- A parent/guardian letter to send home with students to help them dress properly for their sail.
- Location information to help your bus driver find their destination.
- Schoolship Manifest - Please include the first and last names of EVERYONE (adults included) that will be onboard the ship. This document is due two weeks prior to your sail date.
- A shanty to practice with your class.
- A press release template in case you're interested in sharing your experience with others in your community.



Dear Parent/Guardian,

On \_\_\_\_\_ at \_\_\_\_\_ AM/PM, your student's class will participate in a hands-on STEM Schoolship program with Inland Seas Education Association (ISEA) aboard a tall ship schooner. ISEA is a nonprofit organization located in Suttons Bay on a mission to inspire Great Lakes curiosity, stewardship, and passion. During your student's experience they will act as a sailor and scientist for a day as they explore the Great Lakes through a combination of ship-based and shoreside activities about the food web and water cycle.

Below are a few tips you may find helpful as you prepare your student for an adventure with us.

1. **Bring a mask.** Due to COVID-19, the US Coast Guard requires all persons onboard a commercial vessel to wear a mask. As a result, ISEA requires all program participants, staff, and volunteers to wear masks for the duration of all programming.
2. **Prepare for the weather.** We sail rain or shine, so please make sure your student is dressed appropriately. If it's cool out, add extra layers (see below) and bring a winter coat. If it's raining, bring a rain jacket. If your student does not have a rain jacket, we can provide them with one during their sail. If it's sunny out, be sure to wear sunscreen, sunglasses, and a baseball cap.
3. **Wear layers.** If it's cold out, layer up. If it's sunny, layer up. The temperature on the ship tends to be 10-20 degrees cooler than the air temperature on land. It's better to have too many layers that can easily be removed, than too few layers during a cold sail. We recommend students at least wear pants, socks, a long-sleeved shirt or sweatshirt, and jacket during their sail.
4. **Wear proper footwear.** Our ships are outfitted with many different things that can become toe-stubbing and trip hazards while onboard. We recommend your student wear closed-toed shoes during their sail, however, sandals with a heel strap are permitted. Flip flops are NOT allowed during sails as they pose a hazard onboard.
5. **Leave valuables at home.** ISEA staff and volunteers are not responsible for electronic devices or valuables.
6. **Pack a reusable water bottle.** Our ships have drinking water available in large coolers onboard for students to use. Your student is welcome to bring a reusable water bottle onboard during their sail. We will also have paper cups available for students who do not have water bottles. Please refrain from sending your student with a single-use plastic water bottle as we all work toward reducing our use of single-use plastic 😊

We are so looking forward to having your student onboard! If you have any questions, please don't hesitate to reach out to us. You can learn more about our programs and all that we do at [schoolship.org](http://schoolship.org). Thanks for sharing your student with us!

Sincerely,

A handwritten signature in black ink, appearing to read "Stephanie Rustem", is written over a light blue horizontal line.

Stephanie Rustem  
Office Manager/Program Coordinator  
[srustem@schoolship.org](mailto:srustem@schoolship.org)



# Inland Seas

## EDUCATION ASSOCIATION

### Location Information

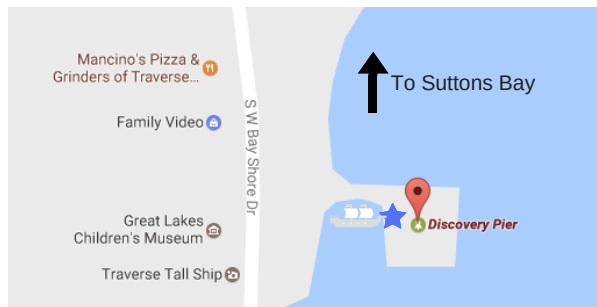
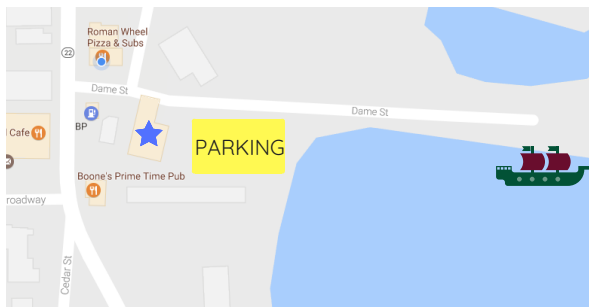
**Three ships in two locations** can definitely be a lot to keep track of, especially if you have multiple classes signed-up. Check out the information on addresses, parking, and amenities for **both locations** below.

#### Programs on *Inland Seas* or at the Capt. Thomas M. Kelly Biological Station

- 100 Dame Street, Suttons Bay, MI 49682
- Free parking is available for cars and buses in the lot behind our building. Please do not park along Dame Street as these spaces are for village marina permit holders only.
- Your instructor will meet you in the parking lot or inside (please use the Student Entrance).
- Restrooms are available upstairs (during open hours) and aboard the ship. A seasonal restroom is located at the end of the dock.

#### Programs on *Manitou*, *Utopia* or at Discovery Pier and Discovery Center

- 13271 S W Bay Shore Dr, Traverse City, MI 49684
- Free parking is available at the end of the pier or Discovery Center (across the street).
- Your Instructor will meet you in the parking lot at the end of the pier.
- Please note multiple groups may arrive at the same time.
- A restroom is available aboard the ship and at the park, next to the ship. Additional restrooms are available at Greilickville Harbor Park next door.



### CONTACT US

#### PRIOR TO YOUR TRIP

Questions about your reservation? Give us a call at (231) 271 3077 or email us at [isea@schoolship.org](mailto:isea@schoolship.org) We look forward to sailing with you!



#### THE DAY OF YOUR TRIP

If your trip is today and you need to contact us during business hours, please call (231) 271 3077 and ask for our Program Coordinator. If your trip is today and our office is closed, please call our ship's phone at (231) 620 9719

### 2021 Ship and Shore Program Manifest

Ship: Inland Seas Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### Crew

	CIT	Crew Total:

#### Instructors

Lead		
	Shadow	Instructor Total:

This manifest is to be used for the ship-based portion of your program. Please divide your class into two groups: Group A and Group B. Group A will sail first and Group B will be on land first. **Type or print every participant's first and last name (including all students, adults, and teachers) on the sheet.** Only one name per box. Please email your completed manifest to [srustem@schoolship.org](mailto:srustem@schoolship.org). If you have any questions please contact us at 231-271-3077.

#### Group A

#### Group B

	Group A	Group B
<b>1</b>		
<b>2</b>		
<b>3</b>		

A: Total Number of Passengers: \_\_\_\_\_ B: Total Number of Passengers: \_\_\_\_\_

A: Total Number Onboard: \_\_\_\_\_ B: Total Number Onboard: \_\_\_\_\_



## A Shanty to Practice With Your Class

### Haul Away Joe

WAY HAUL AWAY, WE'LL HAULAWAY JOE (*WHA WHAJ*)

Oh when I was a little boy, my mama always told me *WHA WHAJ*  
That if that if I was to kiss the fish, my lips would turn all moldy *WHA WHAJ*

Hauling on the heavy lines, kids and crew together *WHA WHAJ*  
We have to get the trawl net (anchor) up in any kind of weather *WHA WHAJ*

Oh way haul away, three hundred feet and counting now *WHA WHAJ*  
Oh way haul away the anchor (trawl) she is a risin' now *WHA WHAJ*

When Captain gives an order, the mate will always call it back  
If we haul together, then there won't be any slack

Now that we are sailors, we are learning seamanship  
Be sure to follow orders, sailors don't give any lip

The (?) grade class from (??) is very strong & smart  
Healthy bodies, healthy lakes we take that to heart

We can haul the anchor up, because we are not lazy  
But going round in circles, seems a little crazy

Working all together gets the job done faster  
And we all feel good about new skills that we master

Now if you call yourself a mate, you need to tie a bowline  
And you need to stand up straight when Inland Sea's a'rollin

If you cannot tie the knot, just go below for coffee  
Clean the head, coil the lines, straighten up the galley

We trawl and grab for samples from here to Traverse City  
A healthy lake means that our samples will show some diversity

It seems like for many weeks we've labored night and day  
When we're done we'll come about and head for Suttons Bay

The shanty now has run its course so we'll stop the singing  
Before our brains turn into mush and ears they start a ringing

The work is done and we've had fun lets sound the jubilation  
We'll set the sails and take 2 minutes for some relaxation (end on a downbeat)

# Schoolship Press Release Template

For Immediate Release

**Contact:**

(Teacher Name)

(Title)

(Email Address)

(Phone Number)

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(Interesting and Clear Heading/Title)

(Location/City, Date) - (Teacher's name)'s (#) grade class from (school name) participated in a Schoolship program with Inland Seas Education Association on (date) in (Suttons Bay or Traverse City), MI. As students embarked on the schooner (*Inland Seas* or *Manitou*), they became sailors and scientists, and learned about the health of the Great Lakes.

In addition to raising the anchor, hauling up the sails, and steering the ship, students collected and analyzed lake samples including fish, plankton and organisms that live along the bottom (benthos). This hands-on experience often translates into an increased awareness of the Great Lakes and promotes stewards to care for them. (Quote from a student.) (Add other information specific/unique to the class trip.)

This is the (#) time (teacher's name) has brought (his/her) students on this place-based educational program in northern Michigan. (Quote from teacher), (teacher's name) stated.

Inland Seas Education Association is a 501(c)(3) non-profit organization based in Suttons Bay, Michigan, dedicated to STEM education on the Great Lakes. Its shipboard and shore-side education programs are designed to inspire people of all ages to provide for the long-term stewardship of the Great Lakes. ISEA offers programs to schools, groups, and the public. For further information, contact Inland Seas Education Association at (231) 271-3077 or on the web at [schoolship.org/](http://schoolship.org/).

###