



# Inland Seas

EDUCATION ASSOCIATION

## **Schoolship**

### *Teacher 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 needed to prepare you, your students, and chaperones for a sail with us.

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

Review the enclosed information carefully, and reach out to us if you have any questions. 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. We are here to help and want to ensure you have a fulfilling experience.

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 'Julie Johnson', written in a cursive style.

Julie Johnson  
School Partnership Coordinator  
JJohnson@schoolship.org  
231-271-3077 ext. 107

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## Ship Policies and Procedures

At ISEA, safety is our primary concern. We pride ourselves on providing both safe and rewarding experiences for all of our program participants. 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 instructions. Everyone will be shown where they may or may not be while on board as well as how to properly wear a life jacket per U.S. Coast Guard regulations. Students are not required to wear life jackets during their sail, however, life jackets are available in the event of an emergency.

Students are expected to follow the instructions of all staff, crew, and instructors.

**Watch our short safety video before your trip!** 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.

# Preparing for Your Sail

## One Month Prior to Your Sail

- Return your contract and make your final payment.** Make sure you've returned your signed contract and final payment no fewer than 30 days prior to your sail.
  - Contracts: can be sent via email to the School Partnership Coordinator.
  - Payment by check: Mail your check to the address listed at the bottom of this page.
  - Payment by credit card: Call our office at 231-271-3077 to have the payment processed over the phone.
  
- Double check your trip details.** Review your signed contract to confirm your sail date, time, and location.
  
- Let us know about accommodations your group will need.** If someone in your group requires accommodations, please let us know so we can ensure everyone has a pleasant and memorable experience.
  
- 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. Visit [schoolship.org/classroom-activities/](http://schoolship.org/classroom-activities/) for a full list of classroom lessons.
  
- Send the Parent/Guardian Letter home with students.** The letter can be found at the end of this packet and includes suggestions for proper attire and what to expect during the program.

## One to Two Weeks Prior to Your Sail

- Fill out the ship manifest.** A blank ship manifest will be emailed to you one month before your trip. Once you've determined who will be sailing with you, divide your students into five groups and complete the manifest. 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.
  - **Send your completed manifest to the School Partnership Coordinator one week before your program.**
  - You can make modifications to the manifest, if necessary, when you arrive.

- Remind students to wear layers and dress for the weather.** We will go out rain or shine, so it's important for everybody to be prepared for any and all weather! It is typically 10-20 degrees cooler on the water than on land. Layers are key!
- Provide location information to drivers.** A printable handout with location and parking information is provided at the end of this packet (page 13). Please double check your contract for your program's location.
- Show students the [Inland Seas Safety Video](#).** At ISEA, safety is our greatest concern. 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.

### *The Day of Your Sail*

- Dress properly.** Even if it feels warm or hot 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. Below is a list of suggested clothing items for your students:
  - Tennis shoes or boots (sandals with heel straps are permitted - NO FLIP FLOPS!)
  - Pants
  - Socks
  - Sweatshirt
  - Knit hat
  - Gloves or mittens
  - Winter coat (if the air temperature is below 60 degrees)
  - Light jacket (if the air temperature is 60-80 degrees)
  - Rain coat
    - We have extra rain coats on board for all passengers that don't have their own.
- Call the office if you're running late.** Call our office 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.
- We will provide name tags and logbooks.** Student logbooks and name tags will be provided to your students by ISEA upon your arrival. There is no need to bring name tags.

## After Your Sail

Congratulations! You and your students have completed your Great Lakes adventure. Below is a short list of things to do following your experience:

- **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. If you didn't receive a printed survey, a digital version will be emailed to you after your trip.
- **Consider writing thank you cards.** Our crew, instructors, and staff LOVE getting cards and hearing about your students' experiences!

**If you received a scholarship for your program,** you are required to complete the post-trip teacher survey and write thank you cards to your sponsoring organization. You can address the cards to "Donor" and mail them to us. We will distribute them to the proper people. Our mailing address is: PO Box 218, Suttons Bay, MI 49682.

## 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 experiences at a subsidized rate for all schools that participate.

If your school requires additional funding support in order to participate in our programs, we are able to provide scholarship funding on an as-needed basis.

**Our scholarship application will ask you to provide information about your school and your financial need.** You can access the application [here](#) or go to our website: <https://schoolship.org/scholarship-application/>

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

**All scholarship recipients are REQUIRED to complete the following:**

- The program evaluation survey for teachers within one month after their program.
- Thank you letters to your funder within one month after the program.
  - You can address them to “Donor” and mail them to us at 100 Dame St. #218, Suttons Bay, MI 49682. We will distribute them to the proper recipients.

Here are a few other fundraising ideas you may want to consider:

- **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!
- **Ask your local Rotary, Zonta, or Lions Club (or similar).** Many of these organizations have scholarship funds to allocate towards schools or community projects.
- **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.



## Frequently Asked Questions

**Q: How long are the programs?**

A: The timing of each type of Schoolship program is laid out below:  
Early Elementary (2.75 hours) – 9:00 AM – 11:45 AM; 1:15 PM – 4:00 PM  
Next Gen (3.5 hours) – 9:00 AM – 12:30 PM; 1:15 PM – 4:45 PM  
Diving Deeper (4 hours) – 8:30 AM – 12:30 PM; 1:15 PM – 5:15 PM

**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 and we rely on our captain to assess weather conditions the day of the sail. ISEA has raingear available onboard for student use if needed.

**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 program has been secured and we cannot fill it with another group, 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 circumstances, a full refund will be provided.

**Q: Can we bring backpacks, water bottles, cell phones, and other personal items?**

A: Your group is welcome to bring backpacks and other items – there is a safe place to store these items for every program. Cell phones and other technology should be stowed away during programming to minimize the risk of damage or “phone overboard” situations. Inland Seas is not responsible for lost or damaged items. Water bottles and extra layers are encouraged.

**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 pace of our program and proximity to biological samples, 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 and potable water is available on the ship.

**Q: Are there restrooms on the ships?**

A: Our ships are equipped with a small head (restroom) below deck for students, teachers, and chaperones to use. If someone needs to use the head while on board, they're welcome to do so. They're located below deck and you must climb down a ladder to reach them. Passengers can ask a crew member to show them how to use the toilet as it is different from regular on-shore toilets.

**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 our location in Suttons Bay. Our dorm space includes up to 36 bunk beds, dorm-style bathrooms with showers, a small kitchenette and access to our outdoor classroom, firepit, and gas grill. In addition, we can facilitate bike rentals from Suttons Bay Bikes for your group to explore the nearby TART trail and/or downtown Suttons Bay. ISEA does not provide meals.

For pricing and more information, please contact our School Partnership Coordinator or visit our website at <https://schoolship.org/dorm-accommodations/>.

## 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 prepare and dress properly for their sail.
- Location information to help your bus driver find their destination.
- 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 Schoolship program with Inland Seas Education Association (ISEA) aboard a tall ship schooner. ISEA is a nonprofit organization located in Suttons Bay with 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 help collect fish, water, benthos, and plankton samples from the lake, raise the anchor, and hoist the sails.

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

1. **Prepare for the weather.** We sail rain or shine, so please make sure your student is dressed appropriately. In addition to windier conditions, the temperature on the ship tends to feel 10-20 degrees cooler than the temperature on land. If it's cool out, layers are key! Bring extra layers and a winter coat. If it's raining, bring a rain jacket. If your student does not have a rain jacket, we can provide one during their sail. If it's sunny out, be sure to wear sunscreen, sunglasses, and a baseball cap.
2. **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.
3. **Leave valuables at home.** ISEA staff and volunteers are not responsible for electronic devices or valuables.
4. **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 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 "Julie Johnson". The signature is fluid and cursive.

Julie Johnson  
ISEA School Partnership Coordinator  
JJohnson@schoolship.org  
231-271-3077 ext. 107



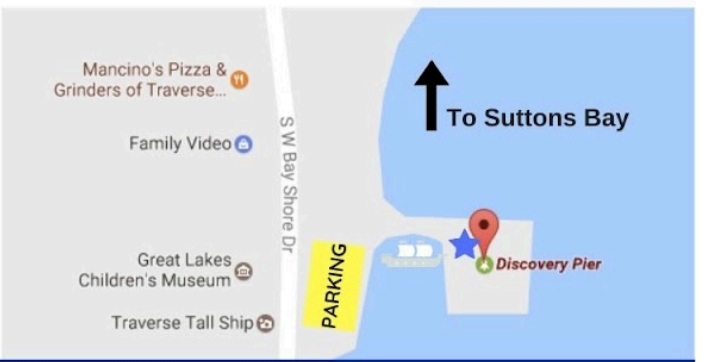
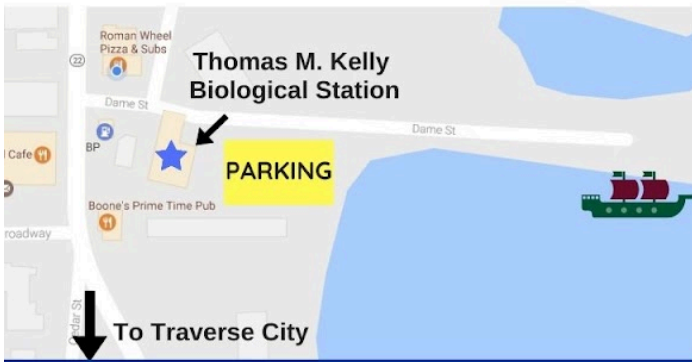
**We have two ships in two locations. Check out the information below for information about addresses, parking, and amenities for both locations.**

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

- Address: 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 Main Entrance).
- Restrooms are available inside (during open hours) and aboard the ship. A seasonal portable toilet is located at the end of the dock.

**Programs on Alliance or at Discovery Pier**

- Address: 13271 S W Bay Shore Dr, Traverse City, MI 49684
- Free parking is available for cars and buses in the parking lot at the start of the pier along S W Bayshore Drive.
- Your Instructor will meet you in the parking lot at the end of the pier.
- A restroom is available aboard the ship and portable toilets are available on the pier. Additional restrooms are available at Greilickville Harbor Park directly north of the pier.



**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 our office at (231) 271 3077. If our office is closed, please call our ship's phone at (231) 620 9719

# 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 (ISEA) on (date) in (Suttons Bay or Traverse City), MI. As students embarked on the schooner (*Inland Seas* or *Alliance*), 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 can translate into an increased awareness of the wonders of the Great Lakes and promotes stewardship 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).

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