

The Group Leader's Guide to a Great Sea Snooze

Group leaders are responsible for sharing information with the students, parents, and chaperones, and for remitting payment to Mote. Please read this guide thoroughly, and let us know if you have any questions.

Staff: Your Sea Snooze will be led by Mote Marine Aquarium professional Educators, who will be assisted by a contingent of trained volunteers. All Mote Education staff and volunteers have completed a background check. All Mote Education staff are certified in CPR and First Aid. Mote Security will be onsite and available if needed.

Sleeping Arrangements: For the "snoozing" part of the Sea Snooze, we will be set up alongside the walls of our indoor "Oh Baby" gallery in the Goldstein Marine Mammal Center. Please note that for space reasons, only chaperones are allowed to use air mattresses. Participants are encouraged to bring a sleeping pad or yoga mat for extra cushion. Male and female participants will have distinctly separate sleeping areas within the exhibit areas, and access to the bathrooms during the entire night.

Food: We do not provide dinner but offer a nighttime snack and a continental breakfast. We are happy to accommodate special dietary needs, like allergies, if they are brought to our attention ahead of time. Outside vendors and onsite catering are NOT permitted on Mote property during your Sea Snooze. You may have pizza delivered prior to 8:00pm or bring in pizza or prepared meals, snacks, etc. but these events are not authorized to bring catering staff/equipment onsite. Please let us know ahead of time if you will have pizza delivered and/or a meal upon arrival.

Schedule: Overnights begin at 7:00 p.m. and end at 9:30 a.m. the next day. You will meet at the front entrance of the Goldstein Marine Mammal Center, and pick-up is in the same location. Please contact the overnight instructor if you are going to be delayed in your arrival. The group leader must remain on-site until all of the students have been picked up. Please note that the Gift Shop will not be open during your visit: the Gift Shop is open from 9:30 a.m. – 5 p.m. Your group will explore the Goldstein Marine Mammal Center and do several fun activities the evening you arrive and will get to explore the main Mote Aquarium the next morning before it is open to the public. The Educator has complete discretion over the activities and schedule; special requests should be addressed before the day of the overnight.

First Aid: First aid kits are available on site; all instructors are certified in CPR and First Aid.

Packing:

Each participant should bring the following items:

- Sleeping bag and pillow (a small, thin foam sleeping pad is optional)
- Water bottle (filled with water only)
- Toiletries (toothbrush, toothpaste, deodorant, etc.),
- Slippers or flip flops (no one is allowed to be barefoot in the Aquarium, even at night)
- Pajamas
- Change of clothes for the next day
- Sweatshirt or jacket (as some activities will take place outdoors)



Please ask participants to label all items with their name and the name of the group. All of their items should arrive in one small suitcase, duffel bag, or otherwise sealed/closed bag.

The following items are not allowed on our overnights: weapons of any kind, air mattresses for participants, “heely” sneakers, flashlights, personal entertainment devices (e.g. iPods, mp3 players, DVD players). Students may bring cell phones, but will be asked to refrain from using them to play music and games, text, or make calls during the overnight activities.

Please follow these steps in preparing for your overnight experience.

STEP 1: Identify your chaperones. Mote requires one chaperone for every 5 students. Chaperones must be adults who are comfortable providing emotional support, discipline, and supervision. Chaperones are expected to be active participants in the overnight program by following the rules, maintaining a positive attitude, engaging students in the activities, staying with the group at all times, and escorting participants to the restrooms.

Please choose your chaperones carefully then meet with them prior to your overnight. We recommend emphasizing the importance of their role during the overnight, and reviewing the information in this guide. Chaperones often do not realize that their assistance is vital to the success of the overnight program. Each chaperone must sign a Chaperone Agreement.

STEP 2: Share the following information with the parents/guardians.

- Parent/Guardian Letter**
- Directions to Mote Marine Laboratory**
- Medical Treatment Authorization/Video Release Form:** Parent(s)/legal guardian(s) need to read, complete, and sign.
- Participant Agreement:** Participants and their parents/guardians need to sign this.

STEP 3: Collect and deliver to Mote the following items at least 7 days prior to your overnight:

- SIGNED Medical Treatment Authorization/Video Release Form** for all attendees
- SIGNED Participant Agreement** from each participant
- SIGNED Chaperone Agreement** from each chaperone
- COMPLETE LIST** of all students and chaperones who will be attending
- Final payment** (submitted online via your Active account)

All paperwork a can be mailed to the following address:

Mote Marine Laboratory
Attn: Dana Henderson
1600 Ken Thompson Parkway
Sarasota, FL 34236

Or emailed to missdana@mote.org

Important: The week of your overnight program, you will be contacted by the Public Programs Manager who will review the details of the overnight with you, including the name of the instructor and their emergency cell phone number.

Sea Snooze Sleepover

Evening

7:00 p.m.	Meet in front of the Goldstein Marine Mammal Center
7:00 - 7:15 p.m.	Check-in, greet instructor, unload stuff
7:15 - 7:30 p.m.	Orientation, welcome to Mote and icebreaker games (Introductions, review rules and schedule)
7:30 - 8:30 p.m.	Visit the sea turtles, manatees, roseate spoonbills and Rose the alligator while playing games and making crafts.
8:30 - 8:45 p.m.	Oh Baby! Gallery exploration
8:45 - 9:00 p.m.	Get ready for bed! Put on pajamas, set up beds
9:00 - 9:15 p.m.	Snack time! (tentacle treat bar).
9:15 - 10:00 p.m.	Marine science research simulations and activities!
10:00 - 10:30 p.m.	Wind down/Storytime in Oh Baby!
10:30 p.m.	Lights Out

Morning

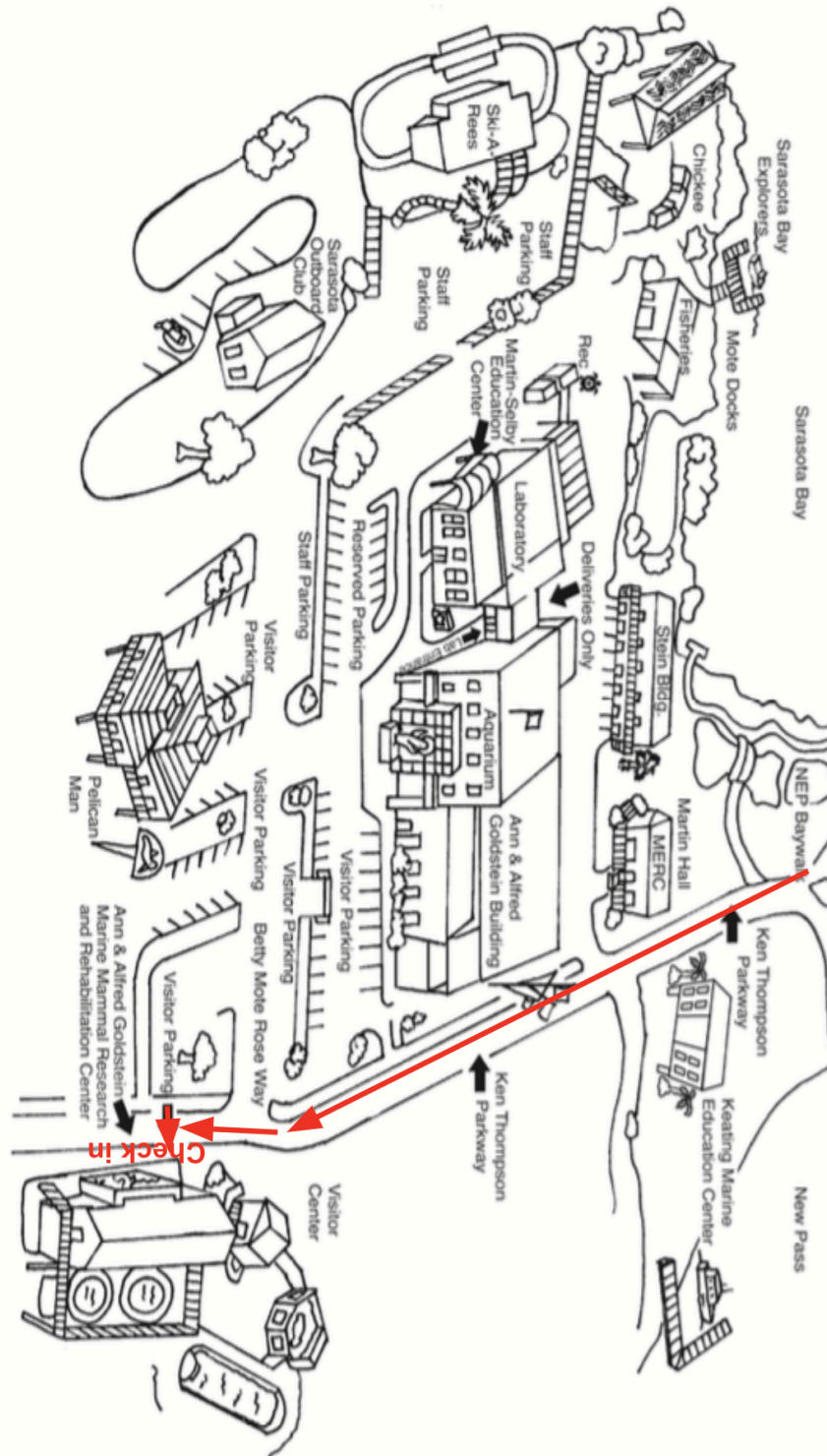
7:00 - 7:45 a.m.	Rise and shine! Pack up, prepare for the day, load cars; walk to main Aquarium
8:00 - 8:30 a.m.	Continental breakfast in main Mote Aquarium courtyard
8:30 - 9:00 a.m.	Visit sharks, stingray and invertebrate touch exhibits
9:00 - 9:30 a.m.	Explore the indoor galleries!
9:30 a.m. - 10:00 a.m.	Explore the new exhibit!
10:00 a.m.	Departure

*Note the Gift Shops and Aquarium will open at 9:30 a.m.

Mote Marine Laboratory's Education Division reserves the right to modify the above schedule.

Map of Mote Campus - Marine Mammal Center

Located on Ken Thompson Parkway in Sarasota, past Mote's main entrance and MarineMax, on the left side. Please see map.





Sea Snooze Sleepover Participant Agreement

In order to help ensure the safety of my fellow participants and to show respect for the people, animals, and facilities at Mote Marine Laboratory, I agree to do the following at all times:

1. Follow the directions given by the chaperones and instructors.
2. Walk at all times, not run.
3. Speak quietly, not loudly.
4. Stay with the group.
5. Keep my hands to myself.
6. Speak kindly to others.
7. Share and take turns.
8. Give my full attention to the instructors and chaperones, when they ask for it.
9. Use only two fingers to pet the animals at the Contact Cove and Ray Tray touch exhibits.
10. Keep my hands from tapping on the aquarium tanks. The noise frightens the animals.
11. Keep light from phones or cameras out of all exhibits.
12. Keep my hands safely outside of the sea turtle exhibits.
13. Leave any weapons, expensive belongings or personal entertainment devices at home.
14. Follow any rules posted in the Aquarium and other rules verbally told by Mote staff or volunteers during the sleepover.

I understand that by following these rules, I am making sure that my fellow participants and I will have a great time! And that if I do not follow these rules, I may be asked to sit out from various activities and my parents may be called to come pick me up. Note to parents/guardians: if your child is sent home, you will not receive a refund.

Participant: I have read the above guidelines with my parent/guardian and understand them.

_____ **Participant Signature & Date**

Parent/Guardian: I have read the above guidelines with my child and they understand them.

_____ **Parent/Guardian Signature & Date**

Sea Snooze Sleepover Chaperone Agreement

Mote requires one chaperone for every 5 students. Chaperones must be adults who are comfortable providing emotional support, discipline, and supervision. Chaperones are expected to be active participants in the overnight program by following the rules, maintaining a positive attitude, engaging students in the activities, staying with the group at all times, and escorting participants to the restrooms.

As a chaperone, your role is vital to the success of the overnight program. Please review these rules from the Participant Agreement as you will be responsible for enforcing the rules and assisting your group leader as well as Mote staff and volunteers throughout the night. Each participant and their parent/guardian must sign the Agreement.

1. Follow the directions given by the chaperones and instructors.
2. Walk at all times, not run.
3. Speak quietly, not loudly.
4. Stay with the group.
5. Keep my hands to myself.
6. Speak kindly to others.
7. Share and take turns.
8. Give my full attention to the instructors and chaperones, when they ask for it.
9. Use only two fingers to pet the animals at the Contact Cove and Ray Tray touch exhibits.
10. Keep my hands from tapping on the aquarium tanks. The noise frightens the animals.
11. Keep light from phones or cameras out of all exhibits.
12. Keep my hands safely outside of the sea turtle exhibits.
13. Leave any weapons, expensive belongings or personal entertainment devices at home.
14. Follow any rules posted in the Aquarium and other rules verbally told by Mote staff or volunteers during the sleepover.

I understand that by following and enforcing these rules, I am making sure that all participants will have a safe time at the sleepover. If any participant or the group is unable to follow these rules, they may be asked to sit out from various activities and/or the sleepover may be canceled.

Chaperone: I have read and understand the above guidelines and pledge to reinforce them.

Chaperone Signature & Date