

Program Information

B.A.S.I.C. Training

“Building and Achieving Success in Chapters”

What is BASIC?

BASIC is a field trip program designed for any student organization (FFA, FCCLA, TSA, FBLA, DECA etc.). The programs are designed to teach team skills to students in an exciting and hands-on environment. The goal is to develop your chapter into a successful and effective team. All aspects of the program are flexible and can be tailored to your needs and goals.

The program is flexible, but may consist of:

1. Team initiatives
Using a variety of challenges, we will introduce your students to basic team concepts.
2. Low ropes course
We will utilize challenging elements on the low-ropes style course. These elements will help students develop and use the team and leadership concepts that they are learning.
3. Obstacle course
We will use our fun and exciting course that tests students on the concepts they have learned in a competitive environment. Students get muddy and have a blast!
4. High ropes course
The high ropes course offers a more time-intensive but challenging aspect. The high ropes are designed more to develop confidence and achievement in individual team members.
5. Team recreation
Enjoying games such as softball and volleyball, the students can have fun while applying the team concepts they have learned.
6. Archives
Students learn the history of the FFA and FCCLA in the Brown Center Archives. They discover where their organization has been and where they can take it!
7. Chapter planning
This is a time for advisors to spend with students planning and scheduling chapter events.
8. Meals and lodging
The Georgia FFA-FCCLA Center is capable of providing excellent meals and comfortable lodging for participants.

Who can participate?

The program is designed for officer teams, entire chapters, or multiple chapters. The program is not limited to FFA or FCCLA organizations - any school organization is welcome. We recommend multiple chapters participate in the program together. We require a minimum of 10 participants.

When can we do BASIC?

The program is designed to be done during the week throughout the school year. Scheduling is flexible depending upon your needs. You can choose an overnight stay or a day-only event.

Why would I want to do BASIC?

This program will be beneficial to you if you want to accomplish the following in your chapter:

- Increase chapter involvement
- Develop unity
- Build trust
- Improve communication
- Create a team environment and strengthen team concepts
- Develop confidence, leadership, and cooperation

How much does it cost?

Following are our standard packages. There are no additional fees for the obstacle course, team recreation, archives, and chapter planning. We are also able to customize a package to better fit your budget, your goals, and your schedule. T-Shirts are available at \$10 each.

Student Organization Rates	Low Ropes Course	Low Ropes + Half High Ropes	Low Ropes + Full High Ropes	Half High Ropes (up to 3 hrs)	Full High Ropes (3 to 5 hrs)
Overnight package (includes 3 meals, one night lodging)	\$40	\$55	\$70	\$45	\$60
Day Program (includes lunch)	\$20	\$35	N/A	\$25	\$40
*N/A = Not available due to time constraints					

Sample Schedules:

These schedules are only samples. Your schedule will be adapted based on arrival and departure times, number of participants, and specific goals for your chapter.

Day Only:

9:00 AM	Arrive and Check-In
9:30 - 11:45 AM	Team Building Program (initiatives and low ropes course)
12:00 - 12:45 PM	Lunch
1:00 - 2:00 PM	Obstacle Course, Showers
2:00 - 3:30 PM	Team Recreation or Chapter Planning
3:30 PM	Depart

Overnight:

Day One:

5:00 PM	Arrive, Move into cabins
5:30 PM	Supper
6:15 PM	Team Initiatives
8:00 PM	Chapter Planning and/or Team Recreation

Day Two:

8:00 AM	Breakfast
9:00 AM	Low Ropes Course
10:00 AM	Obstacle Course, Showers before lunch
12:00 PM	Lunch
1:00 - 4:00 PM	Chapter Planning and/or Team Recreation
4:00 PM	Depart

How do I register?

If you are interested, please contact:

Leroy Bagley, Educational Program Specialist
Georgia FFA-FCCLA Center
720 FFA FHA Camp Road
Covington, GA 30014
Office: 770-786-6926 ext 8
Fax: 770-786-1774
Email: LBagley@GaAgEd.org

Reservation Form
B.A.S.I.C. Training
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Instructions: First, call the office to set up your reservation. Second, fill out this form and return it to reserve the date.

Advisor: _____

Chapter: _____ **FFA/FCCLA/Other:** _____

Address: _____

City, State, Zip: _____

Phone: _____ **Fax:** _____

Email Address: _____

Projected Total Number of People: _____

Male Students: _____ Female Students: _____ Male Adults: _____ Female Adults: _____

Reservation Dates: _____ **Arrival Time:** _____ **Departure Time** _____

Number of Meals: _____ **First Meal:** _____ **Last Meal:** _____

Quoted Cost Per Person: _____

Program Requests:

- | | |
|--|---|
| <input type="checkbox"/> Team Initiatives | <input type="checkbox"/> Team Recreation |
| <input type="checkbox"/> Low Ropes Course | <input type="checkbox"/> Chapter Planning |
| <input type="checkbox"/> Obstacle Course (mud) | <input type="checkbox"/> Half High Ropes |
| | <input type="checkbox"/> Full High Ropes |

T-shirts: Small _____ Medium _____ Large _____ X-Large _____ XX-Large _____
(available at \$10 each)

Other Notes: _____

Policy Acceptance Form

This form must be signed and returned before the reservation can be made.

Responsibility of Scheduling Group

It is the responsibility of the scheduling group to be aware of all Georgia FFA-FCCLA Center policies and guidelines and to ensure that all policies and guidelines are followed while event attendees are using the facility.

Payment

Payment of balance is due upon arrival. A \$25 service fee will be charged for returned checks. Payment should be done by check payable to the Georgia FFA-FCCLA Center.

Guarantee Policy

A minimum guarantee of attendance must be received five "business" days prior to the event. This is the minimum number which will be charged. The projected number will be used as the guaranteed number if contact with the center is not made 5 working days before arrival. The guaranteed number may increase upon arrival, however if the group leader foresees an increase of more than 5%, they should contact the center prior to arrival. The guaranteed number cannot decrease. **The minimum number of participants is 10; all groups must fax, email, or mail the reservation form/policy acceptance before a date will be held.**

Cancellation of a Conference

All cancellations must be done in writing. Cancellations made 2 weeks prior to the event are subject to a cancellation fee of 50% of full payment. Cancellations made more than 2 weeks prior to the event are subject to a cancellation fee of 20% of full payment. This amount may be reduced if the Center is able to replace the reservation.

Liability

There will be a charge for any damages to the facility caused by poor behavior. The Georgia FFA-FCCLA Center does not assume responsibility for the damage or loss of any personal property. All participants must complete the Consent Form. The Georgia FFA-FCCLA Center is not liable for any bodily injury during use of the facility.

Group Name

Event Date

Group Leader Name (Print)

Title

Group Leader Signature

Date

Georgia FFA-FCCLA Center Representative Signature

Date

Mail or fax this form to: Georgia FFA-FCCLA Center
720 FFA FHA Camp Road
Covington, GA 30014

Fax: 770-786-1774

Planning Checklist
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- Make the reservation**
 - **Call the FFA-FCCLA Center Office to determine available dates and to work out details of program**
 - **Submit completed Reservation Form/Policy Acceptance Form**

- Determine T-shirt sizes (if requested, cost is \$10 each)**

- Distribute information to students**
 - **Dates, times, costs, and other arrangements**
 - **BASIC Training Release Forms**
 - **What To Bring**
 - **Release Forms for your school/organization use**

- Arrange transportation**

- Arrange chaperones**

- Determine what you want to discuss for Chapter Planning Time**

- One week prior to event, submit guaranteed number form to the center.**

- Collect from students**
 - **Payment**
 - **Signed BASIC Training Release Forms**
 - **Signed Release Forms for your school/organization use**

- Upon Arrival**
 - **Check in at the office**
 - **Provide payment by one check made payable to the Georgia FFA-FCCLA Center**
 - **Turn in BASIC Training Release Forms for all participants**

Georgia FFA-FCCLA Center
720 FFA FHA Camp Road * Covington, GA 30014
Office: (770)786-6926 * Fax: (770)786-1774
Website: www.BuildingChapters.com

Parental Consent Form
Assumption of Risk / Informed Consent / Voluntary Release
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You will be taking part in a challenge course program that is physically and mentally challenging, but it is designed to be safe and within the capability of anyone in reasonably good health. If you know of any physical limitations that will limit your ability to participate in the course, please let your facilitator know.

The Georgia FFA-FCCLA Center operates under a “Challenge by Choice” philosophy, which means that you have the option to select your personal level of challenge in all activities. During the program, we will provide a challenging setting in which to expand your limits, while supporting your personal boundaries. As with any physical activity, there is some risk of injury. To minimize the potential for accidents, it is important to listen to the facilitators and follow their instructions. Please ask questions if you do not understand directions.

“I fully understand that my participation in the challenge / ropes course activities facilitated by the Georgia FFA-FCCLA Center and all of their employees and instructors could result in injury or death. I do voluntarily choose to participate in these activities. Also, my participation requires that I am of good physical condition and I do hereby accept all responsibility for my own physical well-being, and I do not have any medical conditions that will prohibit me from safely participating or will put me at risk of injury. Being fully aware of the degree of risk and injury to myself, I hereby release and hold harmless the Georgia FFA-FCCLA Center and all of their employees and instructors from any claim, action, damage, liability, and expenses of any kind resulting from accident or injury incurred while participating in these activities.”

Participant Name (print): _____

Participant Signature: _____ Date: _____

Group Name: _____ Date of Program: _____

Parent/Guardian Signature: _____ Date: _____

(Parent or guardian *must* sign if participant is under 18 years of age.)

Required Participant Information:

Date of Birth: _____ Male / Female (*circle one*)

Home Address: _____

Parent/Guardian(s) Name: _____

Home phone: _____ Cell phone: _____

In case you are not available in an emergency situation, please indicate an additional person to be notified:

Name: _____ Relationship to student: _____

Contact Information: _____

Is this student covered by medical insurance? Yes / No (*circle one*)

Plan Name: _____ Group #: _____

Does the participant have any medical conditions (including recent surgery, pregnancy, healing fractures, back or neck injuries, heart condition, etc.) that would limit participation in the program? Yes No

If yes, please explain: _____

List any current medications: _____

List any allergies: _____

What to Bring
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What to Bring:

- If doing low ropes course:
 - Clothes that can get dirty
 - Old tennis shoes that can get dirty (no flip flops or open toed shoes allowed)

- If doing obstacle course:
 - Old clothes that can get muddy
 - Girls must wear colored shirts or bathing suits under shirts
 - Old tennis shoes that can get muddy (no flip flops or open toed shoes allowed)
 - A full change of clothes and shoes
 - Shower needs (shampoo, soap, towel, washcloth)

- If overnight:
 - Sleeping bag, pillow, towels, washcloths
 - Personal Grooming Items (soap, shampoo, brush, etc.)
 - Clothes

- Bug Spray and Sunscreen

- Camera (optional)

- A positive attitude!

What Not To Bring:

- Any form of weapons

- Tobacco, alcohol, or drugs

- Large or sharp jewelry

Guaranteed Number Form
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Please fax or submit this information at least 5 working days prior to your arrival

To: Leroy Bagley
Georgia FFA-FCCLA Center

From: _____

School: _____

Phone: 770-786-6926 ext 8

Phone: _____

Fax: 770-786-1774

Fax: _____

Total number of guests (for *all* meals and lodging) _____

Total number of male students _____

Total number of female students _____

Total number of male adults/chaperones _____

Total number of female adults/chaperones _____

If you are bringing more than one organization, please specify the number of guests for each organization represented:

FFA: _____

VOCA: _____

Student Council: _____

FCCLA: _____

HOSA: _____

Y Club: _____

Skills USA: _____

TSA: _____

Athletics: _____

DECA: _____

FBLA: _____

Other: _____

Arrival Time: _____

Departure Time: _____

Cancellation Form
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Instructions: Please complete the form and email, fax, or mail the form to the Georgia FFA-FCCLA Center. Failure to submit cancellation forms may result in paying cancellation fees.

Advisor: _____

Chapter: _____ **FFA/FCCLA/Other:** _____

Address: _____

City, State, Zip: _____

Phone: _____ **Fax:** _____

Email Address: _____

Reservation Dates: _____ **Number of Participants:** _____

Reason for Cancellation:

- School Conflict
- Bus Conflict
- Not enough student participation
- Other: _____

I would like to reschedule a BASIC Training Program: Yes No

Possible Dates: _____