

## 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 a Mote Marine Education Specialist, who will be assisted by a contingent of trained high school interns. (Groups of more than 30 students will have 2 Education Specialists working with them.)

**Sleeping Arrangements:** There are two indoor locations commonly used for the “snoozing” part of our evening: the indoor fish gallery, and the carpeted indoor “Oh Baby!” gallery. Both locations have great advantages; our public programs coordinator will share your sleeping location with you on the day before the Sea Snooze. (Unfortunately, we cannot guarantee a specific location at the time of your reservation.) Please note that for space reasons, participants are not allowed to use air mattresses. 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 serve a pizza dinner with veggie sides, 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. We do not allow extra food to be brought in, unless special arrangements have been made prior to the start of the overnight.

**Schedule:** Overnights begin at 6:30 p.m. and end at 8:30 a.m. the next day. Unless otherwise noted, the overnight will meet at the front entrance of Mote Aquarium, by the whale fountain, 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 10 a.m. – 5 p.m. The Education Specialist 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, and all instructors are certified in CPR and First Aid. Mote also employs night-time security guards.

### **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, 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)
- A canvas for our Fabric Art activity: a white pillowcase or plain T-shirt will work well.

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 or duffel, or in a large garbage bag.

The following items are not allowed on our overnights: air mattresses, “heely” sneakers, food, 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: Follow the rules, maintain a positive attitude, engage students in the activities, stay with the group at all times, and escort participants to the restrooms.

Please choose your chaperones carefully; then meet with your chaperones 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.

**Step 2:** Share the following information with the parents and chaperones.

- **Parent Letter**
- **Directions to Mote Marine Laboratory**
- **Medical Treatment Authorization/ Video Release** form: Parent(s)/legal guardian(s) need to read, complete, and signed.
- **Participant Agreement:** Students, their parent(s)/legal guardian(s), and your chaperones need to sign this.

**Step 3:** Collect and deliver to Mote the following items 2 weeks prior to your overnight:

- **Signed Medical Treatment Authorization/Video Release** form
- **Signed Participant Agreement** from each participant and chaperone
- **Final payment** (in the form of a check made out to Mote Marine Laboratory)

All paperwork and payments can be mailed to the following address:

Mote Marine Laboratory  
Attn: Kiley Gray  
1600 Ken Thompson Parkway  
Sarasota, FL 34236

Or emailed to [kgray@mote.org](mailto:kgray@mote.org)

**Step 4:** Make and bring to the overnight:

- A list of all students and chaperones for the overnight instructor.

**Important:** The week of your overnight, you will be contacted by the public programs coordinator. She will review the details of the overnight with you, including the name of the instructor and their emergency cell phone number.



**Cancellation Policy:** There are no refunds for Mote Education programs unless Mote cancels the program. If you provide notice of cancellation more than 24 hours before the program begins, we will credit your payment to a future program. If you cancel within 24 hours of the program or fail to show up without giving notice, you will be charged in full for the program.