

Foley Environmental Education Center

Adult Supervisor Pre-Trip Information

Updated 2/2/2026

An Adult Supervisor is a teacher, parent, college student, parishioner, or interested adult who accompanies the school group to the Center. These volunteers are vital to our program, enabling students to participate at a reasonable cost. *You are appreciated!* If you have been asked to be an Adult Supervisor, be prepared for a busy yet rewarding experience. We hope the following information will be helpful in your preparation and understanding of the program.

Adults are strongly encouraged to come for the entire length of the program to maintain a healthy community, continuity with students, and training of responsibilities.

◆ What Are My Responsibilities? ◆

Overall, you will be aiding in a variety of ways to help achieve a successful experience for the students. You will be a supervisor, cabin counselor, and an aide during the academic classes.

Cabin Counselor: Cabin or building assignments are worked out with the school. You are responsible for the students in your cabin – their happiness, health, and proper supervision. You are asked to have adult coverage in your cabin whenever students are present and support the environmental and conservation learning taking place as cabin groups. You are also responsible for starting and maintaining a wood fire in your cabin stove if chilly.

Academic Group Aide: Your school will be participating in a variety of classes; your role is like a teacher's aide which is to assist the leader to the best of your ability. Your experiences will be varied from walking in the muck, to canoeing on a pond or sitting quietly in the woods. Come with an open mind and be ready to “play” with the students. The days will be busy as you follow your academic group to all of their classes.

Recreation Time: During this time, you will be with your students doing a variety of different things to provide for the needs and interests of the students. Help is needed in the following areas:

- In your cabin and shower supervision
- Organization and supervision of field or court games
- Assisting Foley Staff Members in archery, human foosball, or at the camp store
- Supervision of whittling or another supplemental activity

Mealtime: You will be sitting with your school group at assigned tables. Food will be served cafeteria style. As with your own family, try to work on table manners while maintaining a pleasant and relaxed atmosphere. Each table is responsible for the clearing of the dishes. Adult Supervisors help after each meal with sanitizing of tables and chairs and sweeping if eating inside.

Hot Dog Roast: One evening meal will take you to a campfire site with a cabin or school group for an interactive, intentional meal.

◆ FAQ'S ◆

I was just asked to be an Adult Supervisor, where do I go to get more information? Go to Foley's website www.campfoley.com under the main tab "[Environmental Center](#)". All of our forms and program information can be found here.

What paperwork is needed? All of our Adult Supervisors need to sign the [Adult Release Form](#) which may have been given to you from your school or can be downloaded from our website.

What should I pack? The [Packing List](#) is on our website. As an Adult Supervisor you will also need the items on the student's packing list and can adjust the quantity based on your own needs. Adults have also found it helpful to bring the following items: **An alarm clock to wake students up in the morning; a coffee/tea travel mug; a flashlight; and personal reading materials for evenings.**

Can I use my CELL PHONE? Yes, when out of sight and hearing of the students! Due to the learning that is taking place and the "disconnect" atmosphere, we ask that cell phones be silenced, and one adheres to this policy.

Is there INTERNET ACCESS? Unfortunately, not! We are encouraging our Adult Supervisors to be disconnected as well as our students.

Can I work on my LAPTOP? Yes, the cabins have electricity and one can use their personal computer in the small room, away from the students in the evenings after the students have gone to bed. Remember that our students are up early at 7:00 a.m. and do not retire until 10:00 p.m. and there is little, if any, free time during the day.

Can I bring my small DVD player to watch a movie in the evening with the students in my cabin? Since we are "disconnecting" everyone from electronics we are going to say "No" to this cabin activity along with listening to music, playing video games, etc. You can bring a deck of cards or a board game to share.

What if there is an EMERGENCY at home and I have turned my cell phone off? The Center's number is 218-543-6161. The phone is answered as much as possible when groups are present, or the answering machine is checked frequently. Messages will be delivered ASAP.

How do I GET TO FOLEY? Travel arrangements are the responsibility of the school and you should check with the teacher coordinating the trip.

I am driving my own car. Can you give me DIRECTIONS? Directions and maps can be found on our website under [Parent Information](#). If using a GPS, type in our address of 9303 Father Foley Drive, Pine River, MN 56474. (We are located 15 miles outside of Pine River and most of you will never go through Pine River)

Where do I PARK my car? Personal vehicles may drive into the central area of camp to unload and return to the parking area as soon as possible to avoid congestion. The only parking for personal vehicles is in the parking lot. We ask that all vehicles remain on the pavement and avoid pulling off onto the grass due to erosion.

I am on the BUS, where does the bus go when we arrive? Buses are asked to back in through the main entrance until reaching the dining hall building. Luggage is unloaded in designated areas and then carried to the cabins by the students once they receive their cabin assignments.

Are there restrictions on smoking, alcohol, and other controlled substances? Smoking (tobacco, nicotine, electronic cigarettes, vaping) is done by adults in a designated area when students are **not** present. Smoking anywhere else, including the woods is prohibited. Alcohol and other controlled substances are not allowed anywhere on Foley property.

Is there more that I should know? Please read the **Adult Supervisor Guide** prior to arrival as this contains more details. Foley Staff, Alli Faricy and Ally Daily are available to answer questions and give suggestions as needed. Ally will meet several times (usually before or after meals) with the adults.

What should I do if I am on a special DIET? Special dietary needs (medical, religious or otherwise) should be discussed with Marie at least 2 weeks prior to arrival. We can accommodate vegetarian diets. You can email her at marie@campfoley.com. Unfortunately, we cannot provide non-medical diets for our adults.

Is there COFFEE and tea available for the Adult Supervisors? Coffee and tea will be available for you in our dining room. If you are a heavy tea or coffee drinker, we suggest that you bring a travel mug to take these beverages outside of our dining room.

Are there VENDING MACHINES? No, since it is a candy and pop free experience for our students, we ask our adults to challenge themselves as well.

What do I do if I need CAFFEINE but do not drink coffee? You can bring that caffeinated beverage and store it discretely at our dining hall and pour it into your travel mug. Having you mentally alert and happy is important to us.

I am on MEDICATION. What should I do? Foley's policy states that the storage of medication (both prescription and over the counter) is under lock except when in the controlled possession of the person responsible for administering them. For your personal medication, you will need to carry your medication on you **OR** place it in a locked cabinet provided by Foley at our dining room area which you will have 24-hour access to **OR** in a personal vehicle.

Are there ticks, bugs and spiders? Yes, DEET repellent is supplied by Foley and participants are encouraged to "tick up" with appropriate dress and applying repellent. We strongly advise that cabins do daily tick checks each night.

Can I use a credit card at the Camp Store? Yes, Foley can take Mastercard or Visa cards for purchases.

I have an important Zoom Call or meeting that I will need to do while at Foley? Please contact marie@campfoley.com and she can assist you.

Once again, thank you for volunteering!