

Instructions for Filling Out Your Weekly Plan

1. Please read all instructions before filling out this form.
2. The deadline to submit your weekly plan is **February 8th**. If you do not submit your weekly plan by the deadline, we cannot guarantee availability. Activities and equipment will be scheduled on a first come, first serve basis.
3. Check the Summer Availability Calendar to ensure that the time block you would like to schedule a vessel or kayak trip is available, this is NOT a live calendar as it was last year, and will be updated as we review and confirm your weekly plans. Please provide information about the goals of that trip so that we can schedule a deckhand with the appropriate skills to meet your needs.
4. New this year, if you use a CBFS vehicle you **MUST** schedule CBFS van use with this form. Van scheduling will be first come first serve. Vans may not be reserved for an entire course, but are available for use by morning and afternoon time blocks.
5. "Box" meals are various food items stowed in a cooler with plastic wear, that may include materials to make a meal in the field or items preprepared by the dining hall staff. These are available for pick-up in the Education Center kitchen on the day of your trip. "Sack" (or Pack Your Own) meals are typically sandwich ingredients with side snacks that are set up in the cafeteria for participants to pack prior a trip.
6. Use the equipment field to schedule equipment you need specifically for that day and time block. Any equipment you need in your lab for the entire duration of the course can be scheduled on the next page.
7. We have 8 double sit-on-top kayaks, enough to support 16 students (and 2 single kayaks for CBFS Staff and Faculty). If you have additional students, they will need to ride in the middle of a double kayak. Here are our regular kayak routes:
 - a. *Parker's Landing*: Provides a gradient of near freshwater, to saltwater. Put in at about 12ppt water. Out and back. Great for viewing the environmental transition with changing salinity. 40 minute drive SW on the Chesapeake Bay.
 - b. *Shad Landing*: Freshwater loop in Pocomoke State Park, MD. Great for viewing loblolly pines, birds, and turtles. 30 minute drive. Many hiking trails and mosquitoes are typically not present.
 - c. *Jenny's Gut*: Saltwater paddle through the marsh. Great for viewing *Spartina* and inhabitants up close. 5 minute drive.
 - d. *Swan's Gut*: Discontinued due to environmental harm and safety concerns. We encourage you to try the Parkers Landing route.
 - e. Other routes may be discussed with College Program staff, to meet your course goals.
8. Time frames for trips are 8:15am – 11:45am for morning blocks, and 12:45pm – 4:15pm for afternoon blocks. Use the other time frame box if you'd like to schedule an activity or meal in the field with CBFS staff (deckhand, escort or guide) outside of these times.
9. No activity or equipment use is confirmed until you have been contacted by a College Program staff member. Please do not schedule back up trips or "rain dates." If for some reason a portion of your field work is not able to happen due to unforeseen circumstances or you just want more time in the field we will do our best to find a solution, however it negatively impacts other courses, programs, staff, and CBFS income when activities are scheduled and likely not needed.
10. If you have any questions please let us know at: matt@cbfieldstation.org or (757)824-5636 x105

Use this box to list equipment you would like in your lab for the entire duration of your course.

Where and what time would you like students to meet on the first day of class? What materials will they need?

Here is an example of one day of a weekly plan:

Mon	<input type="checkbox"/> Box Breakfast	<input type="checkbox"/> Wallops Escort	<input type="checkbox"/> CBFS Van	<input type="checkbox"/> Box Dinner	<input type="checkbox"/> Wallops Escort	<input type="checkbox"/> CBFS Van
	<input type="checkbox"/> Sack Lunch	<input type="checkbox"/> Monitor	<input type="checkbox"/> Kayaks	<input type="checkbox"/> Sack Dinner	<input type="checkbox"/> Monitor	<input type="checkbox"/> Kayaks
	<input type="checkbox"/> Box Lunch	<input type="checkbox"/> Parker			<input type="checkbox"/> Parker	
Equipment:						
Goals:						
Other time frame?:						

CBFS Equipment

Every Vessel is Equipped With:

Depth finder
Dry storage
GPS
Line
Livewell
Otter trawl
Emergency life vests
Hand winch
First aid

Every Lab is Equipped With:

Running aquaria systems (4)
Livewell
Aquaria dip nets and algae scrubs
5 gallon buckets with lids (3)
Cooler with battery bubbler
Dissecting and light microscopes
Drip lines and siphons
Glass cover slips and slides
Kim wipes
Assorted glass finger bowls
Mop and bucket, and broom
North Atlantic Fishes and Atlantic
Seashore identification guides
Pipettes
Projector
White board with dry erase pens
Simple first aid kit

Available Lab Equipment:

Air pumps and air stones
Aluminum and enamel dissecting
pans
Aquarium nets
Cascading tank for multiple
aquariums with one system
Digital temperature controller
Dissecting tools
Distilled water
DO Digital titrator
DO kit
Drying oven
Extension cords and power strips
Extra aquariums of various sizes
Extra dissecting and light
microscopes
Freezer
Fridge
Glass and plastic droppers
Glass and plastic funnels
Glass and plastic test tubes and vials

Glass beakers- 10, 20, 50, 100, 150,
200, 300, 600, 800, 1000ml
Glass flasks- 50, 125, 200, 225, 500,
1000, 2000ml
Glass graduated cylinders- 25, 50, 100,
500, 1000ml
Glass specimen jars
Heavy and Light Liquid Hydrometer
Hot plate
Kim wipes
Lap tops
Magnetic and glass stirrers
Measuring cups
Mortar and pestle
Motic Moticam2 Microscopy Imaging
Parallel rulers
Petri dishes
Plastic flasks- 50, 125, 500, 1000ml
Plastic graduated cylinders
Plastic syringes- 20, 50, 60 CC
Preserved fish collection
Pupil dilators
Rubber dissecting mats
Rubber stoppers
Rulers
Thermometers
Tissue grinder
Water chemistry kit
Weight balance

Available Field Equipment:

Battery bubblers
Beach profile poles, levels, and
markers
Binoculars
Coolers for fish, food, and water
Crab traps
Critter carriers
CTD
Current cross
DCO₂ test kit
Digital caliper
Dip nets of all sizes
Extra buckets and lids
Face respirators
Field thermometers
Fine mesh sieves- 200, 400, 600,
800um
Fire bins
Floats
Fluorometer
Full longlining gear

Gloves - work, disposable neoprene,
fishing, and rubber
GPS (Garmin eTrex 10)
Hand compass
Hand tally counters
Hawkeye Electronics Depth Sounder
Inclinometer
Kayaks - Tandem (8) and single (2)
Sit-On-Tops
Kestrel 2500, 2500NV, 4000
Life vests for boat trips
Line
Meter and yard sticks
Minnow traps
Niskin Bottle (Large)
Niskin Bottles (Small)
Pelorus
Peterson mud grab
Petite Ponar mud grabs
Photariums
Plankton containers
Plankton nets (20um, 80um, 125um,
200um)
Quadrats (0.5 and 1.0 m²)
Range finder
Refractometers
Secchi disks (small and large)
Seine nets (100ft, 30ft, 25ft, 21ft,
18ft, 15ft, 12ft, 9ft, 7ft)
Shovels
Sieve boxes
Small cutting boards
Small mammal traps
Snorkels and masks
Soil hydrometer
Soil pH meter
Soil thermometer
Stop watches
Tape measure (100ft and 300ft)
Trail camera
VideoFlex 7000 Series
Water collection containers
Weights
YSI 85
YSI DO-200
YSI Model 33 S-C-T Meter
YSI Pro ODO
Ziploc bags
Zipties

Course _____

Session _____

Week 1

8:15-11:45AM

12:45-4:15PM

<p>Mon</p> <p>Equipment:</p> <p>Goals:</p> <p>Other time frame?:</p>	<p><input type="checkbox"/> Box Breakfast <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Lunch <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Box Lunch <input type="checkbox"/> Parker</p>	<p><input type="checkbox"/> Box Dinner <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Dinner <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Parker</p>
<p>Tue</p> <p>Equipment:</p> <p>Goals:</p> <p>Other time frame?:</p>	<p><input type="checkbox"/> Box Breakfast <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Lunch <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Box Lunch <input type="checkbox"/> Parker</p>	<p><input type="checkbox"/> Box Dinner <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Dinner <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Parker</p>
<p>Wed</p> <p>Equipment:</p> <p>Goals:</p> <p>Other time frame?:</p>	<p><input type="checkbox"/> Box Breakfast <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Lunch <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Box Lunch <input type="checkbox"/> Parker</p>	<p><input type="checkbox"/> Box Dinner <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Dinner <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Parker</p>
<p>Thu</p> <p>Equipment:</p> <p>Goals:</p> <p>Other time frame?:</p>	<p><input type="checkbox"/> Box Breakfast <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Lunch <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Box Lunch <input type="checkbox"/> Parker</p>	<p><input type="checkbox"/> Box Dinner <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Dinner <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Parker</p>
<p>Fri</p> <p>Equipment:</p> <p>Goals:</p> <p>Other time frame?:</p>	<p><input type="checkbox"/> Box Breakfast <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Lunch <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Box Lunch <input type="checkbox"/> Parker</p>	<p><input type="checkbox"/> Box Dinner <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Dinner <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Parker</p>
<p>Sat/Sun</p>		

Week 2

8:15-11:45AM

12:45-4:15PM

<p>Mon</p> <p>Equipment:</p> <p>Goals:</p> <p>Other time frame?:</p>	<p><input type="checkbox"/> Box Breakfast <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Lunch <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Box Lunch <input type="checkbox"/> Parker</p>	<p><input type="checkbox"/> Box Dinner <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Dinner <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Parker</p>
<p>Tue</p> <p>Equipment:</p> <p>Goals:</p> <p>Other time frame?:</p>	<p><input type="checkbox"/> Box Breakfast <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Lunch <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Box Lunch <input type="checkbox"/> Parker</p>	<p><input type="checkbox"/> Box Dinner <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Dinner <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Parker</p>
<p>Wed</p> <p>Equipment:</p> <p>Goals:</p> <p>Other time frame?:</p>	<p><input type="checkbox"/> Box Breakfast <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Lunch <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Box Lunch <input type="checkbox"/> Parker</p>	<p><input type="checkbox"/> Box Dinner <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Dinner <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Parker</p>
<p>Thu</p> <p>Equipment:</p> <p>Goals:</p> <p>Other time frame?:</p>	<p><input type="checkbox"/> Box Breakfast <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Lunch <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Box Lunch <input type="checkbox"/> Parker</p>	<p><input type="checkbox"/> Box Dinner <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Dinner <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Parker</p>
<p>Fri</p> <p>Equipment:</p> <p>Goals:</p> <p>Other time frame?:</p>	<p><input type="checkbox"/> Box Breakfast <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Lunch <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Box Lunch <input type="checkbox"/> Parker</p>	<p><input type="checkbox"/> Box Dinner <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Dinner <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Parker</p>
<p>Sat/Sun</p>		

Week 3

8:15-11:45AM

12:45-4:15PM

<p>Mon</p> <p>Equipment:</p> <p>Goals:</p> <p>Other time frame?:</p>	<p><input type="checkbox"/> Box Breakfast <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Lunch <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Box Lunch <input type="checkbox"/> Parker</p>	<p><input type="checkbox"/> Box Dinner <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Dinner <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Parker</p>
<p>Tue</p> <p>Equipment:</p> <p>Goals:</p> <p>Other time frame?:</p>	<p><input type="checkbox"/> Box Breakfast <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Lunch <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Box Lunch <input type="checkbox"/> Parker</p>	<p><input type="checkbox"/> Box Dinner <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Dinner <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Parker</p>
<p>Wed</p> <p>Equipment:</p> <p>Goals:</p> <p>Other time frame?:</p>	<p><input type="checkbox"/> Box Breakfast <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Lunch <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Box Lunch <input type="checkbox"/> Parker</p>	<p><input type="checkbox"/> Box Dinner <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Dinner <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Parker</p>
<p>Thu</p> <p>Equipment:</p> <p>Goals:</p> <p>Other time frame?:</p>	<p><input type="checkbox"/> Box Breakfast <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Lunch <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Box Lunch <input type="checkbox"/> Parker</p>	<p><input type="checkbox"/> Box Dinner <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Dinner <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Parker</p>
<p>Fri</p> <p>Equipment:</p> <p>Goals:</p> <p>Other time frame?:</p>	<p><input type="checkbox"/> Box Breakfast <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Lunch <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Box Lunch <input type="checkbox"/> Parker</p>	<p><input type="checkbox"/> Box Dinner <input type="checkbox"/> Wallops Escort <input type="checkbox"/> CBFS Van</p> <p><input type="checkbox"/> Sack Dinner <input type="checkbox"/> Monitor <input type="checkbox"/> Kayaks</p> <p><input type="checkbox"/> Parker</p>
<p>Check Out</p>	<p>Student check out is Friday night and Saturday Morning. What time would you like to check out of your clean lab? Must be prior to 10am Saturday and during reasonable hours.</p>	