

ICO Agreement with ICO Agency Partnerships

(Required to be Signed by the Agency Liaison)

Inspiring Connections Outdoors (ICO) is a section of the Sierra Club Angeles Chapter. We are excited to have you become a partner with ICO to share the wilderness with your students. For our partnership to be successful, and to minimize any confusion, we have clarified each party's responsibilities in this Agreement. Please carefully read, sign, and return this Agreement to your ICO liaison so we can begin to schedule your school's 2025-2026 ICO outings. If you have any questions about these terms, please don't hesitate to raise them with your ICO liaison.

A. In this partnership ICO will provide the following:

1. Up to 3 day hikes/outings and 1 overnight campout for the same group and teacher. For elementary schools with multiple classes or groups, there should be no more than 3 hikes per group of students (or class), but there will be no limit on the total number of hikes at the school.
2. Two trained ICO leaders per outing plus possible ICO-trained trip assistants.
3. Transportation if needed.
4. Presence of a private vehicle for emergency evacuation if needed.
5. Equipment for overnight campouts and a food budget of \$6.00/per participant per meal.
6. Additional ICO trips are possible if the agency liaison submits a proposal for more trips at least 2 months in advance of when the maximum number of trips are exceeded, have the proposal approved by their ICO liaison, attends an ICO monthly meeting to present their proposal, and the proposal is approved at the meeting. The proposal should include how the agency's group contributes to, and volunteers for, conservation efforts; information about the mission or vision of the teacher's group; and a detailed budget showing how the money will be spent.
7. ICO leaders are responsible for safety; when participant behavior is a problem from a safety perspective, the leader will consult with the teacher but ultimately the ICO leaders' decisions take precedence.
8. After consultation between the agency liaison and the ICO leader, all teachers need to follow the instructions of the ICO leader. Instructions and directions of ICO leaders are final and cannot be overridden by teachers.

B. In this partnership the Agency/School agrees to provide the following (Please ensure that students and parents are aware of these requirements):

1. A Sierra Club ICO Trip and Participant Information form signed by the guardian will be provided for each participant under the age of 18 years old.
2. A Sierra Club ICO Trip and Participant Information form signed by themselves will be provided for each participant 18 years old and older.
3. A minimum of 20 student participants must attend each outing/hike (to justify transportation costs). No less than 72 hours before the outing, the teacher liaison should confirm to the ICO leader the number of Trip and Participant Information forms that have been returned. The trip

will be cancelled if less than 20 Trip Forms for students have been turned in. If the ICO leader believes there may be some attrition between Trip Forms turned in and the number of students showing up for the bus on the day of the outing, the ICO leader may insist that more than 20 signed Trip Forms be returned to continue the outing.

4. If a school fails to bring at least 20 students on a trip, the ICO liaison will notify the teacher liaison that the school is on probation from the ICO program. While on probation, if a future trip that academic year falls below the 20-student minimum, then the ICO program at the school will be suspended until the teacher liaison submits a corrective plan to the ICO Chair. This plan must be presented at an ICO monthly meeting and must include an outline of steps that will be taken by the teacher liaison to improve student participation for the next school year. If the school only misses the minimum once in a school year, probation does not carry over—the clock resets the following year.
5. For single-day outings, student-to-agency adult supervision ratios for kindergarten through 8th grade is 10 students to 1 adult. For single-day outings, student-to-agency adult supervision for 9th grade through 12th grade is 15 students to 1 adult. Agency Adult supervisors must be at least 21 and can include teachers who are **not** serving as an ICO leader for the hike and other responsible adults. Teachers serving as an ICO leader for the hike do not count as an Agency Adult Supervisor.
6. If an Agency's Adult Supervisor (including agency liaison or teacher-in-charge) brings their own children, the adult does not count toward the required ratio.
7. The teacher liaison must communicate any student medical issues to the ICO Leader and Coleader at the start of hike. A student's self-administered medicine, such as an inhaler or EpiPen (epinephrine) for anaphylactic allergic reactions should be brought on the trip and carried by the student in case it's needed. Except in cases of acute anaphylaxis, the ICO leader cannot administer these medicines unless explicitly permitted in writing.
8. The participants in the outing constitute a single group during the outing. This group cannot be separated at any time unless explicitly permitted by the ICO leader for special circumstances.
9. Each participant must wear closed toe shoes (no open-toed shoes like sandals or crocs are permitted). For hikes lasting more than 90 minutes, each participant should carry at least two quarts of water, and place their water, food, and other personal supplies into their own day pack to be carried on their back so that both hands are free.
10. The teacher in charge of the outing is responsible for ensuring that all adult supervisors follow ICO leader instructions.
11. If the Agency desires a beach outing, the Agency agrees that, without a lifeguard, none of the participants may enter into the water. Therefore, the ICO leader will attempt to make arrangements for a certified lifeguard.
12. No earbuds or headphones or electronic devices during the hike. Smart phones are permitted for pictures only, not for phone calls or texts.
13. No dogs are permitted, except for service dogs.

14. If the agency/school decides that the ICO outing is an LAUSD-sponsored trip, the teacher liaison is responsible for completing all LAUSD and i-Field Trip procedures in adequate time before the outing.
15. The Sierra Club ICO Trip and Participant Information Form allows photographs of all participants to be published on social media. If a student does not want their photograph published, the Agency liaison must inform the ICO Leader.
16. Appropriate attire for all ICO leaders, adults, teachers, trip assistants, and participants is required for all ICO activities. Examples of inappropriate attire include sheer or revealing clothing or bathing suits and clothing with offensive/profane or threatening messages, graphics, or language, with judgment at the discretion of the ICO leader. Clothing and footwear should be sensible, comfortable for the planned activity, and take the weather into consideration.
17. For campouts/overnight outings, the following additional requirements apply: participating students must have attended at least one prior ICO outing, there must be a student-to-adult ratio of 10-to-1, a minimum of 15 students must be committed to attend with teacher needing to account for possible late attrition by having a wait list, there may be a pre-overnight/campout parent meeting by zoom, and there is a recognition that ICO provides all camping equipment and a food budget of \$6.00/per participant per meal.

Name of School/Agency

Agency Address (Pickup location for bus)

Required: Print and then Sign by Agency Liaison

PRINT Name: Agency Liaison

Agency Liaison Signature

Date

Contact email

Contact cell phone

Optional: Principal or Vice Principal Signature

PRINT Name: Principal or Vice-Principal

Signature

Date

OFFICE USE ONLY -

The signing and implementation of this Agreement is to be monitored and enforced by the ICO Leader who is the ICO Liaison to the Agency. The ICO Leader should send the Agreement to the Agency Liaison and have them return the signed copy back to them. The ICO Leader sends the signed form to ICO Chair or Designee. Upon receipt, outings can begin scheduling outings for this school/agency. This Agreement will remain in effect until the Agency Liaison changes. 8/25/2025