



NOLS Wilderness Medicine Wilderness First Aid (WFA) Grant Application

NOLS Wilderness Medicine is excited to work with organizations and businesses to build capacity for training outdoor leaders. The NOLS Wilderness First Aid course grant can cover up to \$5000 in tuition and expenses per Wilderness First Aid course.

The Wilderness First Aid (WFA) course is a 16-hour, introductory training designed to prepare outdoor leaders to respond in an emergency. Taught over two consecutive days, this hands-on course is ideal for outdoor programs that operate relatively close to medical resources, utilize a wilderness basecamp, or provide weekend outdoor or town activities. The focus is on training leaders to respond to the most common wilderness illnesses and injuries, to make evacuation decisions, and to prevent emergencies. Emphasis is placed on leadership, communication, and teamwork.

The purpose of the grant program is to assist organizations seeking to overcome financial barriers to training for their outdoor leaders. Grantees are expected to fully participate in supporting student selection, course logistics, and instructor needs. Organizations are encouraged to use this initial grant as a stepping stone to build capacity for future courses.

Courses supported by the WFA grant cannot be open to the public, they must be available only to members of the organization. Courses have a minimum of 15 students and a maximum of 30. Students must be 16 years of age to participate. Courses are delivered in English. Successful course completion results in a two-year Wilderness First Aid certification from NOLS Wilderness Medicine.

Funds remain to support courses in 2019. Applications will be considered on a rolling basis for courses in July and August.

Application Address: <https://goo.gl/forms/xleiuDjCgCg9i9T52>

Selection Criteria

- Ability to meet the expectations described in the attached Sponsor Fact Sheet and Sponsor Policies and Responsibilities.
- Demonstrated financial need.
- Defined selection criteria and enrollment process for students that maximizes enrollment and minimizes attrition.
- Clear connection between the organization's mission and the need for Wilderness First Aid training.
- Defined plan for ongoing participant engagement with the Wilderness First Aid content.
- Proposed course dates and location within the defined time period.

Budget Planning Tips

Income and Expense	Estimated Cost
Tuition to NOLS: \$151 x 30 participants (will be bill for actual number, minimum 15)	\$4530
Enrollment Incentive: Tuition credit for 20 th and 29 th student (\$151 x 2 free spots)	-\$302
Travel estimate within the U.S. for two instructors, call for non-U.S. estimate	\$700-\$1000
Lodging estimate, budget two rooms for three nights, may be less	Local estimate
Meal per diem for two instructors for two days, may offer a local meal plan	\$164
Additional expenses: Classroom rental? Marketing costs?	Local estimate
Income: Tuition charged to each student	TBD
Grant Request from NOLS: Maximum \$5000, please ask only for what is needed. Grant will be applied as a credit on the final invoice.	TBD

For questions please contact Debra East, NOLS Wilderness Medicine Admissions Manager, debra_east@nols.edu or 866-831-9001.

NOLS Wilderness Medicine

Sponsor Fact Sheet



Since 1990, NOLS Wilderness Medicine has successfully educated over 220,000 students in partnership with over 400 sponsors. Course sponsors consistently recognize the value of our dynamic educators, evidence-based curriculum, recertification opportunities, and our detailed approach to running high quality programs.

Our course locations include all 50 states and many international destinations. Sponsors host courses in a variety of settings including: university campuses, summer camps, recreation centers, and community parks. We are happy to talk you through the process of selecting a venue that creates the best learning environment for your participants.

SPONSOR RESPONSIBILITIES

When you sponsor a NOLS Wilderness Medicine course, you have access to a dedicated team to help you provide the best experience for your students. As a course sponsor, you share responsibilities for ensuring high quality programs.

ENROLLING STUDENTS

As a sponsor, you are responsible for collecting student registrations. We encourage you to ask students for a non-refundable course deposit to ensure their commitment to attending your course. NOLS Wilderness Medicine can register students for an additional fee.

EQUIPMENT & MATERIALS

We provide all medical equipment. Although this equipment is supplied at no extra cost to you, we ask for your assistance in receiving and shipping the boxes containing the course materials. An on-site host contact prepared to help with logistics increases the overall quality and success of the course.

CLASSROOM AND SCENARIO SPACE

You must provide an indoor, climate-controlled teaching space (30' x 40' or larger) with a large white board and floor space for demonstrations. Table and chairs need to move to accommodate various classroom configurations. Outdoor access for scenarios is essential for any course. Digital projectors are required for Wilderness First Responder (WFR) courses.

LODGING & MEALS FOR INSTRUCTORS

Lodging needs to be provided for the instructors from one night before the course starts until the morning after the course ends. Instructors need private lodging that offers a quiet space away from students to prepare classes and rest. Hotel rooms, guest apartments, and private rooms in hostels are acceptable. Dormitories, bunks in shared rooms, and couches are not. Instructor meal expenses will be assessed at a maximum of \$41 per instructor per day. Availability of full cooking facilities or a provided meal plan may reduce this cost.

INSTRUCTORS' TRAVEL EXPENSES

You will be billed the direct cost of travel to your site including: *airfare, baggage fees, parking, ground transportation, hotel rooms, etc.* We aim to provide the most qualified instructional team at the most economical cost to you. Contact us for a travel estimate.

LODGING & FOOD FOR STUDENTS

We recommend you arrange affordable lodging/camping options and/or a meal package for attendees as it can increase your enrollment for budget-conscious students.

COSTS AND CERTIFICATIONS

(valid through August 31, 2019)

Course	Duration	Sponsor Fee	Average Tuition
WFA	(16 hours)	\$151/student	\$265/student
WFA with CPR	(20 hours)	\$225/student	\$325/student
WFR Recertification	(24 hours)	\$202/student	\$325/student
WFAA	(40 hours)	\$300/student	\$565/student
WFR	(80 hours)	\$510/student	\$775/student
WUMP	(48 hours)	\$515/student	\$775/student

Sponsor fee is the per-student cost billed to you. The minimum enrollment charge is for 15 students; the maximum enrollment is 30. Wilderness First Aid (WFA) courses with 15 or fewer students can be taught by a single instructor, but this must be arranged in advance. Instructor expenses (travel, meals, and lodging) are additional and billed as actual expenses. You will receive discounts for courses with 20 and 29 students enrolled.

Average tuition is an average of student tuition charged by sponsors. This does not include lodging and food options.

Course deposits vary by course type and are due 90 days prior to the course start date unless specifically waived.

NOLS WILDERNESS MEDICINE PROVIDES

- A widely recognized certification
- Accurate, practical and relevant curriculum
- A full-time office team dedicated to ensuring your course runs smoothly from start to finish
- Qualified, professional instructors selected through an extensive instructor training program
- Student instructional materials and course-related equipment
- Online resources (administrative and promotional materials) at: sponsorNET.nols.edu
- Advertising on the NOLS website at: www.nols.edu/wilderness-medicine



Sponsor Coordinator

Kelcey Everson

wilderness_medicine_sponsor@nols.edu or (307) 335-2374

Kelcey is available to answer questions and explore course dates that could work for your organization.

NOLS Wilderness Medicine

Sponsor Policies and Responsibilities



PRE-COURSE OBLIGATIONS AND STUDENT REGISTRATION

The following outlines our policies, your responsibilities as a sponsor, appropriate student support mechanisms, on-course logistics, instructor travel/meals/lodging and classroom requirements.

Contract - Please review, sign, and return within 30 days of receipt.

Deposits - When required, the course deposit is due 90 days prior to the program start date.

Liability Insurance - As a NOLS Wilderness Medicine sponsor, you must have liability insurance in the amount of one million dollars per incident. Please be prepared to submit a copy of your policy upon request.

Course Cancellation - If you need to cancel a course, you must do so more than 30 days before the start date to avoid financial obligation. If you are an international sponsor, cancellations must occur 45 days before the course begins to avoid incurring any financial penalties.

Should a course be cancelled within 30 days of the start date (45 days for international sponsors), either your deposit will be forfeited or NOLS Wilderness Medicine will invoice you a cancellation penalty equal to the waived deposit.

If your cancellation date falls on a weekend or holiday, you must notify us by 12 p.m. US Mountain Time on the last business day prior to that date.

Student Enrollment and Pre-Course Support - As a sponsor, you are responsible for collecting student registrations. Maximum enrollment is 30 students. You will be invoiced for a minimum student enrollment of 15. We encourage you to ask students for a non-refundable course deposit to ensure their commitment to attend your course. Whether your course is open or closed to the public, the registration and pre-course support process should be the same. You are expected to:

- Answer inquiries about the program accurately and promptly.
- Enroll students and collect tuition payments.
- Maintain an accurate roster and adhere to your maximum enrollment.
- Provide confirmation packets to registrants, which include, at a minimum, a Pre course Information Letter and the NOLS Student Agreement (including Assumption of Risks and Agreements of Release and Indemnity).

We advise you track enrollments closely and keep NOLS Wilderness Medicine informed of your progress. To promote full enrollment, we can post your course as “Filling Fast” when you reach 20 or more students. Please start a wait list upon reaching 30 participants, and refer “desperate” individuals back to the NOLS website for other course offerings. We also can post your course as “Full, waitlist available” on the NOLS website.

Enrollment Incentives - NOLS Wilderness Medicine provides incentives for successful course enrollment. A maximum of two incentives can be earned:

- One student tuition will be credited back to you upon reaching the 20th enrollment.
- A second student tuition will be credited back to you upon reaching the 29th enrollment.
- Credits will be reflected in the final invoice.

NOLS Wilderness Medicine Enrollment Policies - Sponsors are not required to adopt the NOLS Wilderness Medicine Course Registration, Cancellation and Refund policies. They are provided here for reference purposes.

Course Registration Policy - When a student registers:

- For courses three days or less in length - Payment in full is due with course registration.
- For courses greater than three days - A deposit is due with course registration. The balance is due two weeks prior to the first day of the course.

Cancellation and Refund Policy - If a student cancels or withdraws:

- Greater than or equal to 30 days prior to the course start date, NOLS Wilderness Medicine will retain a \$35 administrative fee.
- Within 30 days of the course start date and once the course has begun, tuition or deposit is non-refundable and non-transferable as per the following:
 - WFA, WFR-Recert, Hybrid WFR Recert, WMPP loss of full tuition
 - WFR, Wafa, WUMP loss of course deposit

NOLS WILDERNESS MEDICINE REGISTRATION SERVICE

NOLS Wilderness Medicine can register your students for the additional fee of \$20.00/registration. If you choose us to handle your course registrations, you are still expected to produce a Course Information letter for NOLS Wilderness Medicine to distribute to registrants in your course.

Choosing the NOLS Wilderness Medicine registration service defaults to the NOLS Wilderness Medicine Course Registration, Cancellation and Refund Policies (see above). These are additional details to our policies and how they might affect you as sponsor:

- If a student cancels more than or equal to 30 days prior to the course start date; we will refund the student. You will neither incur expense nor income for this student.
- When a student cancels within 30 days of the course start date; we will retain the student's tuition fee. You will neither incur expense or income for this student.
- NOLS Wilderness Medicine will consider exception requests for a student wishing to transfer courses within 30 days of the course start date. If we agree to transfer the student, you will not incur any expense or income for this student.
- In the event a student is registered for a course but does not attend the course ("no show"), you will not incur any expense for this student and you will be credited any tuition dollars we have collected on your behalf.

COURSE LOGISTICS - STANDARDS AND CONSIDERATIONS

On-Course Host - An on-site host or liaison from your organization, prepared to support on-course logistics, is integral to the overall success of the Wilderness Medicine program.

This on-site host serves as the primary representative of the sponsoring agency and facility. The host should have the authority to interact with facility staff (e.g., unlocking classroom doors), provide office-based support (e.g., phone, email, and occasional document printing), access gear and AV equipment as well as be able to contact you, if necessary.

On-Course Student Support - You must provide adequate student services such as functional bathrooms, hand-washing facilities, potable water, and a clean, enclosed classroom space.

It is your responsibility to ensure that facility rules and regulations are presented to the class and to enforce them, if necessary. It is also your responsibility to manage facility shortcomings should they arise. You are required to provide primary support, in coordination with NOLS Wilderness Medicine, to students requesting special needs accommodation.

Classroom Space - You are required to provide an indoor, climate-controlled teaching space (30' X 40' / 10m X 12m or larger) with a white board (4' X 8' / 1.2m X 2.4m or larger) and floor space for demonstrations. Open classroom arrangements suit the NOLS Wilderness Medicine course style best, with space for students to disperse on the floor to practice skills. You are responsible for fees associated with classroom rental.

Digital projectors are required for WFR and WUMP courses. WFR, WUMP and Hybrid WFR Recertification courses have indoor evening classes.

Outdoor Scenario Space - An outdoor area for scenarios needs to be readily accessible from the classroom. Longer courses (WFR and WUMP) will need access to more remote areas for the purpose of an off-site night scenario. Please let the instructors know if there are any conditions related to accessing such places. If any permits; restrictions; constraints from other land users apply please make sure to have them outlined and available for the instructors.

Student Lodging - We recommend you arrange affordable lodging/camping options as it can increase your enrollment for budget-conscious students.

Course Equipment and Materials – Please refer to the category that applies to your course location:

- **US Domestic:** NOLS Wilderness Medicine provides all teaching resources for your program. We will pay the cost of shipping the equipment and materials to your designated ship address.

We may inquire about gear that you have available on site; however, it is not required that you purchase or rent additional gear. NOLS Wilderness Medicine may ask for your support in receiving and shipping gear or course materials. We will cover return-shipping related expenses.

- **International:** Due to international shipping and baggage constraints, we need your help supplying some gear for your course. A list of common items is:
 - *WFA, WAFA, WFR-R:* 5 sleeping bags; 10 foam sleeping pads; and 5 large plastic tarps.
 - *WFR:* as well as the above; one to two backboards / vacuum splints; at least five CPR mannequins; and one litter.

Students should bring: two to three old towels and/or two to three old shirts to be used for padding during musculoskeletal injury treatment.

CPR ON NOLS WILDERNESS MEDICINE COURSES

We offer the NOLS Wilderness Medicine Adult/Child CPR and Foreign Body Airway Obstruction curriculum. The four-hour component surpasses that of the American Heart Association (AHA) Adult CPR curriculum. CPR can be delivered during the day or evening, depending on the program.

WFR, Hybrid and WFR-Recertification courses include the NOLS Wilderness Medicine Adult/Child CPR and Foreign Body Airway Obstruction curriculum. Two-day WFA courses do not include CPR as standard. This needs to be requested as an additional WFA course element.

When included, course fees are inclusive of both the Wilderness Medicine and the Adult/Child CPR and Foreign Body Airway Obstruction curriculum components. NOLS Wilderness Medicine cannot accommodate requests to bill separately for components of a course.

NOLS INSTRUCTORS – TRAVEL, MEAL AND LODGING

The following sets out our expectations and your responsibilities as a sponsor as they relate to the instructors teaching your course.

Travel - NOLS Wilderness Medicine will make the travel arrangements for our staff. We aim to provide the most qualified instructional team at the most economical cost to you.

The cost of travel to the teaching venue is your financial responsibility. You will be invoiced for the following: airfare, baggage fees, parking, ground transportation, hotel rooms, etc. Any visa and immunizations costs incurred are billed to the sponsor for international courses.

To keep costs low, some sponsors decide to provide airport pick-ups and drop-offs. Similarly you could provide all ground transportation to and from lodging to classroom.

Instructor Lodging and Meals - Instructor housing must allow for course preparation, discussion of student performance, and private/personal space. Lodging needs to be provided for the instructors from one night before the course starts until the morning after the course ends.

Acceptable options include guest houses/cabins, condos, hotel rooms, private rooms in youth hostels, private suites in dorms, and faculty housing. Unacceptable options include rooms in private homes, beds in occupied dorms, and non-private youth hostel dorms.

Rooms in private homes or shared rooms do not provide the privacy and recovery space that instructors require in order to perform to the high standard that you expect from our instructors.

Separate rooms are required for staff on all courses five days or longer and on ALL courses staffed with a mixed-gender team, regardless of course length.

Instructor Meal Per Diem - Instructor food expenses will be incurred during the course at a per diem price, based on course length and/or availability of a full cooking facility.

- \$41/instructor/day for all courses of four days or less.
- \$41/instructor/day for all courses over four days, if no kitchen is provided.
- \$20/instructor/day if a full kitchen, including cooking utensils, is provided.
- \$20.50/instructor
- If a meal plan is provided for the staff, it needs to be three substantial meals per day.

Non-Solicitation of Staff - A sponsor must understand that our employees are valuable assets and agree, during the term of the contract and for a period of two years after the end of said contract, not to directly or indirectly solicit, employ, offer to employ, or engage as a consultant for the purpose of teaching wilderness medicine, any NOLS Wilderness Medicine employee (or any company owned or controlled by said employee) with whom the sponsor has been in contact as a result of the contract, unless written permission is granted by NOLS Wilderness Medicine.

NOLS WILDERNESS MEDICINE EXTRA RESOURCES

NOLS Website - We list dates and locations for all open enrolled NOLS Wilderness Medicine course offerings here: www.nols.edu/en/courses/wilderness-medicine.

We will place your course dates and pricing on our website, along with supporting documents such as the NOLS Student Agreement, the Course Outline, and the Pre course Information Letter you provide us with.

There is also a list of Frequently Asked Questions on topics regarding certification, recertification, college credit, and financial aid:

www.nols.edu/en/resources/faq/



sponsorNET - At any time you also can access resources related to your role as NOLS Wilderness Medicine sponsor at: sponsorNET.nols.edu