

**Cornell University  
Student Assembly**

109 Day Hall  
Ithaca, NY 14853

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f. 607.255.2182  
e. sa@assembly.cornell.edu  
w. http://assembly.cornell.edu/SA

**2014 – 2016 Undergraduate SAF Application Form**

**Checklist for Application**

	Applicant	Office
<b>Preliminary Items Due 4pm, April 25, 2013</b>		
Eligibility Checklist (reverse side)	✓	
Dollar request per student per year	\$ 1.24	
Petition signatures (if new applicant)	N/A	
<b>Final Attachments Due 4pm, September 13, 2013</b>		
Constitution, Charter, Bylaws	_____	
Mission Statement (1 pages)	_____	
Group Profile (3 pages)	_____	
<ul style="list-style-type: none"> <li>● Officers</li> <li>● Number of Members</li> <li>● History</li> <li>● Activities, Programming, Events in Current Cycle</li> </ul>		
Summary of request (2 pages)	_____	
10-13 Financial Statements	_____	
13-16 Projections	_____	
<b>Office Use Only</b>		
Received by:		
Date Received:	4/25/13	
Sigs Checked:		

**Applicant Organization/Program Name:** Outdoor Odyssey

<b>Primary Contact</b>	<b>Secondary Contact</b>
Name: <u>Charles Rappazzo</u>	Name: <u>Olivia Duell</u>
Address: <u>129 Highland Place,</u> <u>Ithaca, NY, 14850</u>	Address: <u>150 Trihammer Rd</u> <u>Ithaca, NY 14850</u>
Phone: <u>918-727-3932</u> Email: <u>ocr370@cornell.edu</u>	Phone: <u>607-342-0172</u> Email: <u>ocd3@cornell.edu</u>

A representative must certify that the documents provided in this application are accurate, represent best information available to the organization at this time, and are suitable for public distribution. The documents provided constitute the organization's application for undergraduate byline funding for the 2014-2015 and 2015-2016 fiscal years. The Student Assembly will review the applications in the fall semester of 2013. **Organizations may not submit preliminary applications after 4pm on Monday, April 25, 2013 or amend final submissions after 4pm, Friday, September 13, 2013.**

Representative: Charles Rappazzo (print name)  (signature) 4/24/2013 (date)

## Student Assembly Byline Funding Eligibility Checklist

To be eligible for consideration for byline funding, the applicant must meet the following criteria:

Applicant Initials      Staff Use Only

**Required for All Applicants**

Directly and primarily serves/benefits the entire undergraduate Cornell community

CGR

Allows all students equal access to services and/or participation

CGR

Requests minimum of \$0.50 per student per year and number of cents requested is divisible by two

CGR

**Required for Applicants Who Are Not Currently Receiving Byline Funding**

If applicant is not currently receiving byline funding, has collected petitions with 1,500 distinct signatures of registered Cornell undergraduate students

N/A

**May Be Waived By Student Assembly with Approval of University President**

Is registered with the Student Activities Office

CGR

Is student-directed and student-led

CGR

Has Cornell operating account with internally controlled funds

CGR

Has a Cornell-employed advisor with oversight of Cornell funds

CGR

Has received funding from a unit at Cornell university in each of the last two semesters

CGR

If applicant is a registered student organization, the following officers must sign below. The undersigned acknowledge that they have reviewed the application, and that the organization and its officers agree to all conditions explained on the reverse page of this application.

President:

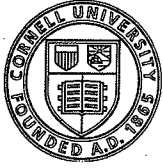
Kristin Ewing      Kristin Ewing      4/24/13  
(name)                      (signature)                      (date)

Treasurer:

Morris McGinn      Morris McGinn      4/24/13  
(name)                      (signature)                      (date)

Advisor:

[Signature]      CHRIS LEAHY      4/25/13  
(name)                      (signature)                      (date)

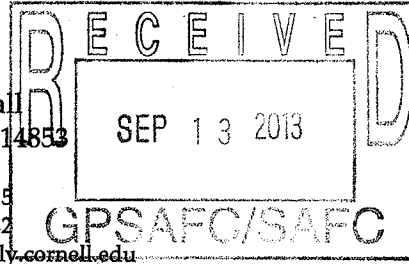


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<ul style="list-style-type: none"> <li>● Officers</li> <li>● Number of Members</li> <li>● History</li> <li>● Activities, Programming, Events in Current Cycle</li> </ul>		
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<b>Office Use Only</b>		
Received by:		
Date Received:		
Sigs Checked:		

**Applicant Organization/Program Name:**

Outdoor Odyssey

**Primary Contact**

**Secondary Contact**

Name: Olivia Duell

Name: Jedidiah Crist

Address: 708 E Seneca St #2

Address: 123 Blair St.

Ithaca, NY 14850

Ithaca NY 14850

Phone: 607-342-0112 Email: ocd3

Phone: 845-629-2769 Email: jdc346

A representative must certify that the documents provided in this application are accurate, provide the best information available to the organization at this time, and are suitable for public distribution. The documents provided constitute the organization's application for graduate and professional byline funding for the 2014-2015 and 2015-2016 fiscal years. The Graduate and Professional Student Assembly will review the applications in the fall semester of 2013. **Organizations may not submit or amend applications after 4pm on Friday, September 13, 2013.**

Representative:

Olivia Duell  
(print name)

Olivia Duell  
(signature)

9/10/13  
(date)

## Student Assembly Byline Funding Eligibility Checklist

To be eligible for consideration for byline funding, the applicant must meet the following criteria:

Applicant Initials

Staff Use Only

**Required for All Applicants**

Directly and primarily serves/benefits the entire undergraduate Cornell community

OD

Allows all students equal access to services and/or participation

OD

Requests minimum of \$0.50 per student per year and number of cents requested is divisible by two

OD

**Required for Applicants Who Are Not Currently Receiving Byline Funding**

If applicant is not currently receiving byline funding, has collected petitions with 1,500 distinct signatures of registered Cornell undergraduate students

NA

**May Be Waived By Student Assembly with Approval of University President**

Is registered with the Student Activities Office

OD

Is student-directed and student-led

OD

Has Cornell operating account with internally controlled funds

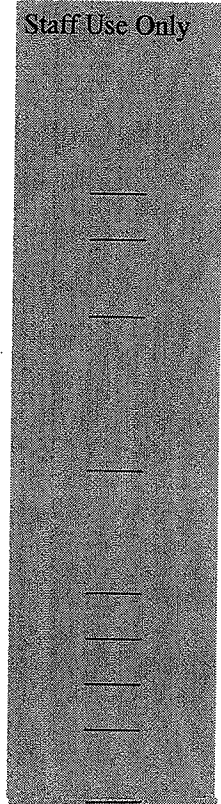
OD

Has a Cornell-employed advisor with oversight of Cornell funds

OD

Has received funding from a unit at Cornell university in each of the last two semesters

OD



If applicant is a registered student organization, the application the following officers must sign below. The undersigned acknowledge that they have reviewed the application, that the representative is accurately representing the wishes of the organization, and that the organization and its officers agree to all conditions explained on the reverse page of this application.

President:

Olivia Duell Olivia Duell 9/12/13  
(name) (signature) (date)

Treasurer:

Kristina Ceras [Signature] 9/12/13  
(name) (signature) (date)

Advisor:

[Signature] [Signature] 9/12/13  
(name) (signature) (date)  
CHRIS Leary

# **The Outdoor Odyssey Constitution and Bylaws**

## **Article I – Name**

The name of the organization is Outdoor Odyssey.

## **Article II - Organizational Purpose and Arrangement**

Outdoor Odyssey is a student-run organization that provides incoming Cornell students with an outdoor pre-orientation experience and provides current Cornell students with an extensive leadership development program. Odyssey receives office space, advising, and logistical support from Cornell Outdoor Education (COE). Outdoor Odyssey has autonomous student leadership regarding staffing, training, budgeting, and logistics for trips. COE risk-management staff has oversight on all staff decisions made by Outdoor Odyssey.

## **Article III – Advisor**

The advisor for Outdoor Odyssey is an appointed full-time administrator of Cornell Outdoor Education. The advisor works closely with the Coordinator[s] to provide insight and continuity from year to year.

## **Article IV – Mission Statement and Values**

The Mission Statement of Outdoor Odyssey is as follows:

Our mission is to help new students transition to and thrive at Cornell by fostering community and creating opportunities for personal growth. We do so by offering a range of outdoor trips that enable students to connect with their peers and the university under guidance and mentorship of upperclassmen leaders.

The Values of OUTDOOR ODYSSEY are as follows:

- 1). Outdoor Odyssey is open-minded and inclusive. We strive to offer a variety of programs to all incoming students who are interested regardless of background or experience.*
- 2). Outdoor Odyssey trips promote physical and emotional safety, inclusion, Cornell community connectedness, respect for nature, and fun.*
- 3). Student leaders use their dedication, energy and leadership skills to help individuals grow. Leaders constantly reflect on their guiding and leadership performance to improve and develop.*
- 4). Within the Outdoor Odyssey program, as well as within the Cornell community, the Outdoor Odyssey program cultivates healthy and supportive social interactions and networks.*

## **Article V – Membership**

Membership in the organization for any given academic year is composed of the participants in the pre-orientation trips, returning guides, guides-in-training, students on the Outdoor Odyssey Executive Board (OOEB), the student Coordinator[s], and past guides and trippers who remain

active in social events and trainings. All members must be registered students of Cornell University.

## **Article VI – Leadership and Organizational Structure**

Leadership of Outdoor Odyssey is found in the authority of the Executive Board (OOEB) and the Coordinator[s]. Guides serve leadership positions and take full responsibility for their respective pre-orientation trip.

### **1. Outdoor Odyssey General Body**

- a. The general body of Outdoor Odyssey is composed of all Outdoor Odyssey members including guides, guides-in-training, trippers, past trippers, and members of the OOEB. The general body meets at least once a semester and otherwise as needed, and is the sole body that elects people to the OOEB as outlined below. All general body members are invited to attend the weekly Executive Board meetings.
- b. The general body may propose items to the OOEB and appeal decisions of the OOEB with a majority vote of the entire general body. The vote must occur at a general body meeting or by means of a paper petition supported by a majority of the entire general body. In the case of an appeal, the executive board must vote unanimously to maintain the decision.

### **2) Guides**

- a. Guides lead the pre-orientation trips during the summer, and are responsible for all preliminary planning and follow-up work. Returning guide and guide-in-training requirements differ. Guide contracts outline trainings required for each year. Attendance at all required trainings is mandatory, and any returning guide or guide-in-training who does not complete required trainings will not be able to lead a trip. All trip leaders are required to write recommendation letters for any tripper or co-guide that chooses to apply for a guide or guide-in-training position.
- b. Returning guides are those that have led a trip previously and have been offered a position by the selection committee. As a part of the returning guide training program, returning guides are required to teach at least one guide-in-training training session or trip.
- c. Guides-in-training are those that have been offered a position by the selection committee, but have not yet completed the extensive 80-hour first year cycle of guide training. Outdoor Odyssey recognizes that guides-in-training have a variety of backcountry and leadership experience, and holds that all experience levels can benefit from the guide training process.

### **3) Officers**

- a. **Area Coordinators (AC):** Area Coordinators are experts in the location or activity of a grouping of Outdoor Odyssey trips. ACs work closely with guide pairings to assist trip planning and oversee route plans. ACs are responsible for ensuring the timeliness of each trips Trip Plan submission to the Coordinators, purchasing all required permits for their respective trips, and ensuring that no trip routes overlap. Any returning guide is able to express interest in a specific AC position. These officers are appointed by the Coordinators.

b. **Mentors:** Mentors are upperclassmen guides who serve as role models to guides-in-training. Mentors are responsible for supervising the development of the guides-in-training assigned to them, for meeting with the training chairs as necessary, meeting with their guides-in-training to cover the mentor curriculum with the frequency requested by the training chairs, and for providing make-up opportunities, if feasible, for their guides-in-training as needed. Mentors are appointed by the Training Chair[s] and the Coordinator[s].

## **2. Outdoor Odyssey Executive Board**

- a. The Outdoor Odyssey Executive Board (OOEB) is a collaborative group of general body members that work together to perform the organization's numerous operational tasks. The OOEB meets weekly.
- b. The OOEB is comprised of leaders in the positions of Chairperson, Secretary, Treasurer, Selection Chair, Training Chair, Marketing Chair, Social Chair, Trail Service Chair, Website Administrator, and the Coordinator[s]. The OOEB must be comprised of at least one guide-in-training and two returning guides, and all positions other than the Coordinator[s] are subject to the election and removal guidelines below.
- c. The OOEB is charged with serving as a resource and advising unit to the Coordinator[s]. Coordinator[s] may decide the items that are to be presented to the OOEB, but must present major decisions regarding guide selection, guide training, selection of trips, large purchases, and the logo.
- d. **Leadership of the OOEB-**Leadership positions are to be filled by one member of the general body.

### ***i. Chairperson***

The chairperson is responsible for organizing the agenda items for each meeting. The Coordinator[s] will provide insight for important agenda items and approve the agenda. The Chairperson is responsible for sending the agenda to the general body each week before the meeting. At the beginning of his/her term, the Chairperson is responsible for establishing the location and time of OOEB meetings and for calling the votes. S/he is also responsible for running the meetings in an organized, professional, and efficient manner.

### ***ii. Secretary***

The Secretary records meeting minutes, including attendance of meetings, which are to be forwarded to the general body promptly. The Secretary is also responsible for correspondence and organization tasks assigned by the Coordinator[s] and the OOEB.

### ***iii. Treasurer***

The Treasurer works closely with the Coordinator[s] and is responsible for presenting the budget to the OOEB every fall and spring semester for the current and following Odyssey years, respectively. The Treasurer is also responsible for managing monetary transactions and proposing trip prices to the OOEB. The Treasurer must aid in the preparation of the budget presentation for the Student

Assembly and must be present at the yearly SA meeting. If the Treasurer position goes unfilled during an election cycle, the Coordinator[s] must undertake the responsibility of the position.

- iv. Working Chairs:** Working chair positions may be filled by individuals or collaborative pairs that are members of the general body.

Working Chairs are committee heads that assist the Coordinator[s] in completing all of Outdoor Odyssey's operational tasks during the academic year. All chairs shall be elected on an annual basis by the general body per the election guidelines set forth under (d) below unless otherwise stated. Permanent Chairs on the OOEB are as follows:

- a. Training Chair:** The Training Chair works closely with Coordinator[s] and the COE Director of Risk Management to develop, advertise, implement, and analyze Outdoor Odyssey's strategic training plan. The training chair is charged with maintaining excellence in the training of both returning guides and guides-in-training. All final training decisions are to be approved by the Coordinator[s].
- b. Marketing Chair:** The Marketing Chair is responsible for effectively marketing Outdoor Odyssey to current students, alumni, and all potential trippers. The Marketing Chair is responsible for promoting the guide position to current students, as well as ensuring healthy tripper enrollments. Marketing chairs must organize and oversee marketing events during Cornell Days and ensure that each guide or guide-in-training partakes in at least one marketing shift. The Marketing Chair is essential to portraying Odyssey's image as a professional, historic, and fun organization.
- c. Social Chair:** The Social Chair is responsible for strengthening the Outdoor Odyssey community by planning, implementing, and inviting general body members to social events throughout the year.
- d. Selection Chair:** The Selection Chair is responsible for forming the selection committee and overseeing the proceedings outlined in article IX. The Selection Chair must have previously served as a member of selection committee.
- e. Website Administrator:** The Website Administrator is responsible for updating and improving online publicity tools such as the website and e-list, as well as the computer infrastructure necessary to run Outdoor Odyssey.
- f. Guide-in-Training Representative:** The Guide-In-Training Representative is charged with representing the opinions and ideas of the guide-in-training community.
- g. Trail Chair –** The Trail Chair is charged with overseeing trail maintenance and organizing semesterly Trail Maintenance days for either the Outdoor Odyssey section of the Buttermilk Spur Falls trail or another local section of trail.

## **2. Flexible Chair Clause**

- a.** The OOEB may appoint Odyssey members to chair positions not listed above, and



may appoint as many as two members to any given Working Chair position. Working Chairs have the choice to appoint a committee to aid them in their duties, with the exception of the Selection Committee Chair who must form a selection committee.

- b. General body members are welcome at OOEB meetings. Present members who do not hold positions on the OOEB are awarded two votes in total and no more than one vote per member.

**e. Elections**

*i.* Election of Secretary, Treasurer, Chairperson, and Working Chairs will occur semesterly and be run by the Coordinator[s].

*ii.* The open positions will be advertised, nominations accepted, and election date determined by the Coordinator[s]. All persons that choose to run for an Executive Board position are required to write a one-paragraph platform statement and give a speech at the first General Body meeting of the semester. All members of the general body will be eligible to vote and the digital ballot will be sent to the general body e-list following the General Body meeting.

*iii.* All people running for positions must have been selected to be an Outdoor Odyssey guide. All people running the fall semester must have previously led an Outdoor Odyssey trip.

- a. All other OOEB positions will be filled on an as-needed basis; selection of which will be coordinated by the OOEB. Elections for a vacated position occur on a similar ad hoc basis. NOTE: If a chair is unable to perform their duties, an interim chair will be appointed by the coordinators and approved by the OOEB and will be in the position until the end of the semester or the next election.

**f. Evaluation**

*i.* Each chair and executive board member will be evaluated each semester and can lose her/his role based upon performance in the previous semester.

*ii.* The removal of an executive board member or chair will require a 2/3 vote.

**3. Coordinator[s]**

a. Outdoor Odyssey Coordinator[s] are the leaders of Outdoor Odyssey, and are responsible for overseeing the administration of all Odyssey activities, events, financials, and projects during the summer and academic year. Coordinator[s] make all decisions for Outdoor Odyssey when classes are not in session.

b. The selection of Coordinator[s] is determined by the current Coordinator[s] with the guidance of the organization's advisor. One OOEB meeting each semester is dedicated to interviewing the Coordinator Applicant(s). The OOEB will provide a recommendation for each coordinator applicant to the current coordinator[s].

c. Coordinator[s] are paid a stipend by the organization for the work that they do over the summer. The salary is to be determined by the OOEB with the guidance of the advisor.

- d. Due to the nature of their responsibilities, Coordinator[s] may make emergency decisions and trivial decisions without the prior approval of the executive board. All emergency decisions may be reviewed and reversed by the OOEB.
- e. One or two Coordinators can serve at a given time.

#### **Article VII – OOEB Meetings**

Meetings of the OOEB are held weekly during the academic year, and special meetings may be called on an ad hoc basis by the Coordinator[s] or Chairperson. Every member on the OOEB, except the Coordinator[s], wields one vote in every decision. Meetings must be advertised to the general body. The Chairperson is responsible for choosing a meeting time and location. OOEB meetings cannot be scheduled during regular night prelim exam times (Tuesday/Thursday 7:30-9:30pm).

The OOEB will meet to prepare for general body meetings, training and social events, and the pre-orientation Odyssey trips. Any member of the OOEB who misses two consecutive meetings or four meetings without prior valid notification within the span of a semester, or is deemed to be lacking in their duties, can be forced to step down by at least a 2/3 vote of the OOEB or by the Coordinator[s]. The vacated position must be filled by the end of the current semester by another member of the OOEB, appointment by the Coordinator[s], or through election as outlined above.

#### **Article VIII – Actions**

Majority determines actions to be taken by both the general body and the OOEB, unless otherwise specified by the constitution. In order for action to be taken at a meeting, a quorum of 6 members and one Coordinator must be present. If an action is deemed by the OOEB to be contentious, it may be tabled until the next meeting. All risk management decisions can ultimately be overturned by Cornell Outdoor Education administrators.

#### **Article IX – Selection Process**

All selection committee members must have led a trip. Every person interested in being a member of the selection committee must apply to the position. The Selection Chair is to appoint a selection committee under the supervision of the Coordinator[s]. The Coordinator[s] must serve as members of the selection committee.

The selection committee must meet prior to guide-in-training interviews to establish a hierarchy of qualifications with which to evaluate applicants and to make necessary changes and improvements to the interview form. Every applicant must be interviewed by two selection committee members. The selection committee chair is to organize all interviews.

After all guide-in-training interviews have been conducted, the selection committee chooses guides and guides-in-training based on the hierarchy of qualifications. Committee members

reference written applications, interviews, and recommendations for each decision.

If applicants are unhappy with the selection committee decision, they can appeal to the committee for a re-evaluation. In the spring semester, the selection committee is responsible for grouping guides and assigning guides to Outdoor Odyssey trips. All guide pairing or trip changes subsequent to this selection committee are to be decided by the Coordinators.

#### **Article X – Amendments**

Amendments and changes to this constitution require at least a 2/3 vote by the OOEB.

#### **Article XI – Contracting of Outside Employees**

Non-student and non-member hiring decisions must be approved by the OOEB if it is in session.

#### **Outdoor Odyssey Bylaws**

1. Funding for the trips comes from trip and administrative fees. Outdoor Odyssey is funded in part by the Student Assembly. Student Assembly funding is allocated solely for Financial Aid. Other sources of funding may be procured if approved by the executive board.
2. The Selection Committee is formed on a voluntary basis and is composed of experienced guides who have been approved by the Coordinator[s] and selection committee chair. Members of the Selection Committee are charged with choosing future guides and related decisions such as guide grouping.
3. Each fall, one two-hour OOEB meeting is devoted to planning the next year's program: the number and type of trips, training procedure, and any other changes.
4. Training Chairs and Area Coordinator[s] must have adequate experience (as assessed by the OOEB), and are preferably seniors who have guided two trips. Selection Committee members must have guided a minimum of one trip and been approved by the Coordinator[s] and Selection Committee Chair.
5. The constitution is reviewed and updated annually by the OOEB.
6. The OOEB sets deadlines for when committee work is to be completed.
7. The OOEB reserves the right to correct the minutes of the previous meeting as needed.
8. The OOEB and the Coordinator[s] must maintain an appropriate level of transparency in their decision making with the general body and with one another.

# **Outdoor Odyssey Mission Statement**

## **Mission Statement and Values**

The Mission Statement of Outdoor Odyssey is as follows:

*Our mission is to help new students transition to Cornell by fostering community and creating opportunities for personal growth. We do so by offering a range of outdoor trips that enable students to connect with their peers and the university under guidance and mentorship of upperclassmen leaders.*

The Values of Outdoor Odyssey are as follows:

- 1) Our program is open-minded and inclusive. We strive to offer a variety of programs to all who are interested regardless of background or experience.*
- 2) Physical and emotional safety, respect for nature, and fun are the cornerstones of every trip.*
- 3) Student leaders use their dedication, energy and leadership skills to help individuals grow.*
- 4) Within the program, as well as within the Cornell community, we cultivate healthy and supportive social interactions and networks.*

# **Outdoor Odyssey SAF Application**

## **Organization Profile**

**Updated September 8, 2013**

### **Officers**

Coordinator: Olivia Duell '14

Coordinator: Jedd Crist '15

Executive Board Chairperson: Megan Seaman '15

Secretary: Lisa Malloy '16

Treasurer: Kristina Ceres '15

Marketing Chair: Hannah George '16

Social Chair: Merielle Stamm '14

Training Chairs: Annie Bannon '16 and Marino Leone '15

Selection Chairs: Emma Pollack '15 and Madeline Burns '15

Trail Service Chair: Emily Shertzer '16

Advisor: Chris Leeming, Land Programs Coordinator, Cornell Outdoor Education

### **Number of Members**

76 active upperclassmen guides, 200 incoming student trip participants in 2013.

12 chairs on the Outdoor Odyssey Executive Board

### **History**

Outdoor Odyssey is a pre-orientation program that trains Cornell undergraduates to lead groups of incoming freshmen and transfer students on a variety of outdoor trips the week before New Student Orientation begins. Incoming students benefit from a practical and meaningful transition to Cornell, and current undergraduates receive one of the most robust leadership development opportunities on campus, Odyssey's guide training program.

Odyssey was founded as Wilderness Reflections (WR) in 1972, headed by the Assistant Dean of Students, David B. Henderson. The first program of its kind in the United States, Wilderness Reflections garnered national attention and was featured in newspapers across the country. Almost immediately, Wilderness Reflections began to receive requests for advice from other universities interested in creating similar programs.

In 1975, Wilderness Reflections left the Dean of Students Office and became an entirely student-run organization. WR began to offer outdoor leadership classes through the Physical Education department to train trip leaders. In 1984, this PE program became the Cornell University Outdoor Program, later re-named Cornell Outdoor Education (COE). COE now has the reputation as one of the nation's leading collegiate outdoor programs.

As the organization grew, Wilderness Reflections began to offer a wider variety of trips to appeal to more incoming freshmen. Guide training was continually refined.

2003 witnessed the creation of the Wilderness Reflections Advisory Committee, giving WR a new year-round administrative organization. In 2005, WR first received SA funding. This funding allowed WR to increase leadership development opportunities for current undergraduates as well as make the pre-orientation trips accessible to a more diverse population of incoming students.

In 2008, the Wilderness Reflections Advisory Committee unanimously voted to change WR's name to Outdoor Odyssey to increase relevance and accessibility to new generations of Cornell students.

A new guide training model was enacted in 2009 to provide a more comprehensive and innovative leadership development series. Seminars with outdoor education and leadership theory professionals were integrated into the trainings and a new emphasis on student-leader collaboration with professionals provided the framework for offering more advanced leadership training opportunities to all Cornell undergraduates.

The Odyssey '10, '11, and '12 trip cycles have set record numbers for both participants and guides. Consequently, the organization is currently assessing the prospect of expanding the number and diversity of trips offered in order to accommodate increasing demand. We are looking ahead to determine what the growth and future of Odyssey will look like, particularly as Cornell Outdoor Education adapts to a new Director and looks to expand as a program.

## **Activities, Programming and Events in the Current Funding Cycle**

– An overview of operations over the past two years, any activities and events offered, and any changes made financially or operationally.

### **GENERAL OVERVIEW**

- Outdoor Odyssey Executive Board: Weekly meetings comprised of 10 to 15 elected chairs to develop and determine strategic initiatives, projects, and programs for Odyssey.
- Pre-orientation Trips: Twenty-eight trips went out this past August, serving 200 participants and 76 guides.
- Fall Freshmen Events: Bi-weekly social events held for August trip participants and guides to ensure Odyssey's continued effectiveness in facilitating a smooth and supported transition as the upperclassmen guides continue their mentorship of the incoming students.
- Guide Recruitment: Members of the executive board recruit Cornell undergraduates for guide in training positions.
- Guide Selection: In Fall 2013, 10-15 veteran Odyssey guides and officers will interview and select all 2014 Odyssey guides and guides-in-training for a new body of about 90-100 guides.
- Guide Training: Year-round 80 hour trip leader trainings range in topic from leadership, instructional theory, and practice to group development, mentoring, and outdoor technical skills.

### **SPECIFIC OVERVIEW**

#### **2011-**

**Jan-May:** Training of guides; an extensive 80 hour training cycle for new guides in training; returning guides have teaching requirements and lead many of our trainings

**June-July:** Odyssey coordinators work full time to prepare for August

**August:** 4, 6, and 8 day preorientation trips run

**September:** Executive board members are voted in; general body meetings and executive board meetings begin; selection chairs notify Odyssey community of new and returning guide applications

**October:** New and returning guide applications are due; selection chairs hold interviews with prospective guides; selection chairs plus a selection committee including executive board members, veteran guides, and the coordinators meet to deliberate guide position offers; Odyssey holds its "Kickoff" event to welcome the newly accepted guide community; the training chairs develop an extensive training program; the training chairs introduce new guides in training to their veteran guide mentors

**November:** New staff orientations for newly selected guides kicks off the training process; end of year formal celebration at The Nines for the entire Odyssey community and friends

#### **2012-**

**January:** A handful of guides take the 8 day Cornell Outdoor Education course "Wilderness First Responder" to gain extensive outdoor medical knowledge

**February:** Guides in training continue to meet with their mentors to gain knowledge in the realm of outdoor technical skills and interpersonal leadership skills; all guides in training sign up and take the 2 day outdoor medicine course Wilderness First Aid training to prepare for their trips

**March:** Guides in training take an all day outdoor technical skills training led by veteran guides

**April:** Guides in training attend an overnight training to practice the technical skills and teaching skills learned in the March training --returning veteran guides lead this training; a new training called "Masterclass," which focuses on advanced interpersonal leadership skills, is introduced.

**May:** All Odyssey guides, whether new or returning, attend a 4 day end of the year training to practice for August trips. This is the final evaluation for all guides.

**June-July:** Coordinators work full time to prepare for trips in August

**August:** 4, 6, and 8 day preorientation trips run

**September:** Executive board members are voted in; general body meetings and executive board meetings begin; selection chairs notify Odyssey community of new and returning guide applications; more effort from the marketing chair to alert the entire Cornell community of the ability to guide for Odyssey; quarter cards are put in all underclassmen mailboxes; advertisements for the Odyssey guide position are sent to Denise Cassaro and to the undergraduate listserv

**October:** New and returning guide applications are due; this year is our **biggest applicant year** ever; selection chairs hold interviews with prospective guides; selection chairs plus a selection committee including executive board members, veteran guides, and the coordinators meet to deliberate guide position offers; this is our most competitive year; Odyssey holds its "Kickoff" event to welcome the newly accepted guide community; the training chairs develop an extensive training program; the training chairs introduce new guides in training to their veteran guide mentors

**November:** New staff orientations for newly selected guides kicks off the training process; end of year formal celebration at The Nines for the entire Odyssey community and friends

### **2013-**

**January:** A handful of guides take the 8 day Cornell Outdoor Education course "Wilderness First Responder" to gain extensive outdoor medical knowledge

**February:** Guides in training continue to meet with their mentors to gain knowledge in the realm of outdoor technical skills and interpersonal leadership skills; all guides in training sign up and take the 2 day outdoor medicine course Wilderness First Aid training to prepare for their trips; Masterclass is held with all guides, focuses on risk management and developing interpersonal leadership skills

**March:** Guides in training take an all day outdoor technical skills training led by veteran guides

**April:** Guides in training attend an overnight training to practice the technical skills and teaching skills learned in the March training --returning veteran guides lead this training

**May:** All Odyssey guides, whether new or returning, attend a 4 day end of the year training to practice for August trips. This is the final evaluation for all guides.



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# Outdoor Odyssey

## Summary of Request

Fall 2013

Outdoor Odyssey, Cornell's largest and oldest pre-orientation program, wishes to be reconsidered for Byline Funding for the following two years. We have included a history of Odyssey's relationship with the Student Assembly's Byline Funding process, as well as our proposed plans for our relationship with Byline Funding in the future, below:

In 2005, Outdoor Odyssey first received funding from the Student Assembly. The organization used allocated funds to cut trip costs for participants, thus opening up participation in Odyssey to a wider variety of Cornell undergraduates. In 2009, we received a 50% increase in funds. Before this, our participant enrollment was stagnant at far less than 100 incoming students. After this increase in funding, our organization grew significantly, and our participant numbers rose well over 100%. From 2009 and onward, we served around 200 incoming students yearly, officially breaking the 200 student registrant mark in 2010, 2011, 2012, and 2013. Our guide community, which fluctuates between 75 and 90 guides from year to year training cycles, pushes our active participant enrollment to nearly 300 students. This number is surpassed when we take into account 10 to 20 senior guides who do not plan on guiding the following August, but remain active on our executive board or in our guide development training program. Additionally, considering that our trip participant number has consistently remained at around 200 incoming students since 2009, we can estimate that at any given time there are around 800 Cornell students on campus who have directly participated in Outdoor Odyssey, and immeasurable is the number of students indirectly affected. The indirect effects of Odyssey's presence on campus can include whether new students create friend groups because their roommates have participated in Odyssey and already have contacts, whether new students take up interest in and get involved in Cornell Outdoor Education because of Odyssey's positive reputation, and whether in other academic and club spaces our guide community influences other students with the technical, leadership, and interpersonal skills learned during our training season.

At this moment in Odyssey's history, we are proud of our consistent ability over the past four years to safely send 300 students into the wilderness every August. We are focused on growth, but our primary aims are to sustain what we have achieved thus far. When we reach a point where we have the opportunity, specifically the capacity in physical space, equipment, and training resources, we will continue growing. This plan is indeed long term, but is increasingly looking ever more probable: as the university considers and develops plans to move Cornell Outdoor Education facilities to Beebe Lake, where Japes Lodge stands, we realize and look forward to the opportunity for long term growth. This growth includes an expansion of trip equipment and storage space to allocate to our preorientation program, which ultimately would allow us the capacity for even more of the student body to participate in our program. Though the possibility of such expansion remains far in the future, we want to sustain all that Outdoor

Odyssey has achieved in the past several years due largely to the Student Assembly's help. We have secured much of our growth and identity as an organization due to the help of byline funding, and it has immensely affected our transformation into a well-established campus program. Even if Cornell Outdoor Education's expansion, and by extension Odyssey's expansion, occurs years after the current Odyssey community has graduated, we want to ensure that Odyssey's presence on campus as a large, professional, efficiently run, and welcoming organization does not disappear. Therefore, we request an amount of \$1.24 from byline funding in order to keep operating as well as we have been in the past several years.

With byline funding's financial assistance, we provide the most quality trips possible. We train our guides extensively in order to assure incoming students that their trips of choice are as organized and as emotionally and physically safe as they can be. We also ensure that the logistics of our trips create a comfortable and efficient trip process and offer guides and incoming students an experience they may not have otherwise ever had. Furthermore, as we work to build a community among new Cornellians even before their first days on campus, we also remain competitive with other outdoor preorientation programs that operate annually at other prestigious and elite universities. Odyssey's history is unique and impressive, and our program practices have been mirrored at institutions with outdoor preorientation programs such as Princeton, Yale, Columbia, Harvard, and countless others. It is an impressive mark of prestige that our program has survived since 1972 and has grown and transformed into what it is today. We want to continue building Odyssey's legacy for years to come, and we hope to remain one of the most well run outdoor preorientation programs among our peers at other universities. We would be honored should the Student Assembly choose to continue support this goal through byline funding.

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Projected	FY15 Projected	FY16 Projected
<b>Income</b>							
Tripper Fees	52,470.00	77,637.00	73,995.00	74,984.00	74,500.00	78,500.00	82,500.00
Financial Aid	(1,500.00)	(3,134.00)	(3,032.00)	(6,886.50)	(4,429.38)	(5,000.00)	(5,000.00)
SAF	13,213.00	18,817.00	19,500.00	15,838.00	15,000.00	15,000.00	15,000.00
Endow.	5,810.00	1,226.00	6,684.00	5,822.80	6,000.00	6,000.00	6,000.00
Gifts	150.00	0.00	0.00	1,055.00	0.00	0.00	0.00
Reserve Account Transfer	0.00	18,480.60	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>70,143.00</b>	<b>113,026.60</b>	<b>97,147.00</b>	<b>90,813.30</b>	<b>91,070.62</b>	<b>94,500.00</b>	<b>98,500.00</b>

**Expenses**

<b>Admin</b>							
Salaries	6,274.99	6,977.43	8,000.00	7,500.00	7,000.00	7,000.00	7,000.00
Communication	317.88	563.01	294.60	247.08	250.00	250.00	250.00
Guide Shifts	2,340.20	2,023.00	2,187.00	810.00	658.75	675.00	700.00
Food for meetings	434.72	250.44	260.30	207.00	200.00	200.00	200.00
Bursar Usage Fee	1,374.59	2,006.90	2,782.00	2,822.60	2,800.00	3,250.00	3,500.00
COE Admin	10,750.00	13,750.00	0.00	0.00	0.00	0.00	0.00
Supplies/Materials	0.00	90.24	2,515.00	3,125.00	3,150.00	3,175.00	3,200.00

<b>Trips</b>							
Food for trips	6,463.47	11,651.70	12,483.39	10,416.02	11,000.00	11,500.00	12,000.00
Camp Site Fees/Permits	1,312.28	1,600.00	1,539.17	2,174.67	2,250.00	2,250.00	2,250.00
Canoe Rental	1,878.00	4,318.00	4,987.00	5,235.60	4,445.00	4,500.00	4,500.00
Coach Bus Chartering	10,545.00	12,325.00	12,645.00	12,090.00	11,290.00	12,000.00	12,000.00
Tripper T-Shirt	1,603.20	1,695.75	1,752.65	2,012.00	2,111.45	2,200.00	2,250.00
Fleet Rental	0.00	4,858.00	4,215.00	3,188.17	5,000.00	4,000.00	4,000.00
COE Van	11,000.00	12,000.00	12,500.00	13,000.00	13,500.00	14,000.00	14,500.00
COE Equipment	8,405.00	11,040.00	10,500.00	1,500.00	1,500.00	1,600.00	1,600.00

<b>Training</b>							
Food for training	3,377.17	4,037.88	4,478.63	3,489.45	4,000.00	4,500.00	5,000.00
Guide Development	0.00	6,186.46	8,467.08	18,222.73	18,500.00	19,000.00	20,000.00

<b>Marketing</b>							
Marketing Supplies	1,860.63	3,402.78	2,947.85	1,244.55	1,500.00	1,750.00	2,000.00

<b>Other</b>							
Other Capital Expenditures	72.15	346.69	878.34	649.15	1,000.00	1,000.00	1,000.00
Business Services Error	0.00	26,037.93	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>70,105.54</b>	<b>125,161.21</b>	<b>93,433.01</b>	<b>87,934.02</b>	<b>90,155.20</b>	<b>92,850.00</b>	<b>95,950.00</b>

<b>Net Total</b>	<b>\$37.46</b>	<b>(12,134.61)</b>	<b>3,713.99</b>	<b>2,879.28</b>	<b>915.42</b>	<b>1,650.00</b>	<b>2,550.00</b>
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