



Group Leader Pre-Trip Checklist

AFTER YOU HAVE REGISTERED ONLINE:

- 1) **Send in your deposit** (\$100/day trips, \$250/overnight, \$500/overnight with food.)
- 2) **Print off Parental Consent, Info Forms and Group Leader Package** (on our website)
- 3) Photocopy the Parent's Package (4 pages); be sure they are clear and easy to read
- 4) Distribute forms to your class; send to parents and get them back as soon as possible.
- 5) **Collect the completed forms and money from parents;** check them over and ensure that there is a consent form and medical form for each child AND that they are signed both sides. Otherwise children won't be able to participate.
- 6) Count the returned forms to **finalize your total number;** this is the number you should use on the service contract.

14 DAYS PRIOR TO ARRIVAL- Submit SERVICE CONTRACT - online or fax

- 1) Fill out the contract; send it to us 14 days prior to arrival. The contract will be used to confirm your guides.
*****Remember that all participating adults must be counted in your final numbers*****
- 2) We will email the final confirmation to you based on your contract.
- 3) Have students organized into groups of no more than 14 with one adult in each group.
- 4) **Gather appropriate documents: bring all medical / consent forms and appropriate clothing to Horne Lake.**

UPON ARRIVAL:

- 1) Arrive 20 min. early for daytrips; use washrooms, have a snack.
- 2) Please check-in at correct location: a) CAVING-ONLY DAY-TRIPS meet at Cave Park
b) OVERNIGHT check-in at Campground Lakefront Office
- 3) Hand in your parent forms and go over your itinerary
- 4) Assemble into groups of 14 kids plus 1 responsible adult in each group (max 15 total for group size.)
- 5) All adults over age 19 must complete a Liability Waiver form upon arrival.

DURING YOUR STAY:

- 1) **If you are camping, your campsite will be ready at 2:00 PM regardless of your arrival time.**
- 2) We must insist that your group practice no-trace camping
- 3) Know your itinerary! It is critical that activity sessions start on time; allow at least 30 min. to walk to your activities.
Late starts will shorten your activity time.

EQUIPMENT LIST:

Day Program Only- Bring sturdy footwear, warm clothes, hat & sunscreen, camera, change of clothing, food/water

Overnight Programs-

warm clothing	tarp(s) and rope	camera	lg. water container
rain gear	sleeping bag and pad	hatchet / axe	dishwashing tub
extra socks	flashlight	matches / lighter	biodegradable soap
warm hat	personal toiletries	lantern	cook stove, pots and fuel
sun hat	medication	water bottle	bug repellent / sunscreen
sturdy footwear	extra shoes	tent (or teepee!)	plate / bowl / utensils

We will send the final invoice to the school after your trip!

LAST MINUTE...

Please call us with any last minute changes (arrival time changed, total numbers changed etc). Our programs will be conducted rain or shine. Weather can change dramatically in a short period so be prepared for any kind of conditions. Be flexible with your expectations and be ready to have fun even if it rains!

Have questions or need more information? Please call us at (250)703-6051 or Fax (888) 446-8044... See you soon!