



Group Leader Pre-Trip Checklist

AFTER YOU HAVE REGISTERED:

- 1) Send your deposit in if you haven't already done so (\$100/day trips, \$250/overnight, \$500/overnight with food.)
- 2) Print off Parental Consent & Info Forms, Teacher Package (www.hornelake.com/schools_and_groups/consent_forms.htm)
- 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 number is bound on the Service Contract 14 days prior.

14 DAYS PRIOR TO ARRIVAL

- 1) Submit SERVICE CONTRACT - online or fax (www.hornelake.com/schools_and_groups/consent_forms.htm)
- 2) Fill out the contract; send it to us 14 days prior to arrival. The Contract represents a binding commitment to final payment. *****Remember that all participating adults must be counted in your final numbers*****
- 3) We will email the Contract Invoice and final confirmation to you based on your contract (minus deposit)
- 4) Have students organized into groups of 15 with one adult in each group.
- 5) **Gather appropriate documents: final cheque, all medical & consent forms, and appropriate clothing to Horne Lake Outdoor Center.**

UPON ARRIVAL:

- 1) Arrive 15 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 max 15 with 1 responsible adult in each group.
- 5) All adults over age 19 must complete a Liability Waiver form upon arrival.
- 6) Pay your outstanding invoice with cheque

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 20 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

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 and pots
sun hat	medication	water bottle	bug repellent / sunscreen
sturdy footwear	extra shoes	tent (or teepee!)	plate / bowl / utensils

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) 248-7829**. Fax 250-339-0555 See you soon!
Island Pacific Adventures PO Box 3531 Courtenay BC V9N 6Z8