

# LET US HELP YOU PLAN!



## Ready to Lead Your Group into the Wild?

To help you kick off the planning for your upcoming overnight adventure at the Outdoor Learning Center, we've compiled a few essential tips to streamline the process.

### Phase 1 Booking & Planning

- Distribute the Interest Form alongside participant waivers.
- Secure Your Date: Call or submit a request online with 2–3 preferred dates during the school year.
- Deposit: Submit a 50% deposit to lock in your date.
- Note: Bookings are accepted from 12 months down to 2 weeks before your trip.
- Schedule transportation for a 10:00 AM arrival and 1:00 PM departure.
- Send home the Packing List.

### Phase 2: One Week Before

- Finalize: Confirm your final participant count.
- Paperwork: Ensure all participant waivers are distributed and signed. Fill out the final roster.

### Phase 3: Day of Trip (On-Site)

- Check-in: Turn in your final roster and signed waivers.
- Settlement: Pay the remaining balance.
- Future Planning: Submit a rebooking form to secure the same dates for next year.

### Phase 4: Post-Trip (1–3 Weeks After)

- Feedback: Complete our email survey.
- Memories: Share your photos and videos with us!

### Financial Support

- Scholarships and financial aid are available. Don't let budget be a barrier to your adventure.

**DATES FILL FAST –  
REGISTER TODAY!**

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