

Planning Your Trip

- 12-3 Months prior**
- Order Wolf Ridge Calendars for fund-raising [page 5]
 - Arrange transportation (+ 1 car for emergencies) [page 11]
 - Arrange programs and printed information for parent meetings. See our website for forms.
 - Request Wolf Ridge dvd and maps for parent meetings
 - Arrange parent sign-up
 - Send Parent info
 - "What to Bring" sheet [Page 17]
 - Parent Info sheet [See website]
 - Map of Wolf Ridge
 - Liability Release Forms [page 18]

- 8 Weeks prior**
- Return "pink" Scheduling & Billing Information Form [pages 5]
 - Contact Wolf Ridge Kitchen with Dietary and Allergy Needs [page 9]

- 4 Weeks prior**
- Revise Wolf Ridge "Sample Schedule" with School Program Coordinator [page 6]
 - Assign Class groups - no more than 20 people (students plus adults per group) [page 6]
 - Assign Students to Dorm Rooms [page 8]
 - Assign KP (1 per 15 for each meal) [page 9]
 - Assign Recycling teams (1 per dorm section) [page 9]
 - Request "Proof of Insurance" Certificate to be faxed to Wolf Ridge [page 19]
 - Request list of all Free and Reduced Students to be sent to Wolf Ridge (page 5)

Assign adults (teachers or chaperones) to:

- 2 Weeks prior**
- Teach each class and evening activities for which your school is responsible [page 10]
 - Adventure Ropes & Rock Climbing classes (min 3 adult (age 18+) monitors plus instructor) [page 10]
 - Monitor each Breakfast and lunch on Daily Meals Served Record form [page 9]
 - Dormitory monitor after all meals [page 8]
 - Store monitor each evening [page 11]
 - Send Wolf Ridge a complete Roster of all participants (page 5)
 - KP for each meal (1 adult/50 students) and recycling teams [page 9]
 - Attend each class with students [pages 10]
 - Inform students of daily schedules

- 2 Weeks prior**
- Finalize #'s with School Program Coordinator (page 5)
 - Collect Liability Release Forms (to send ahead or bring with you) [page 18]