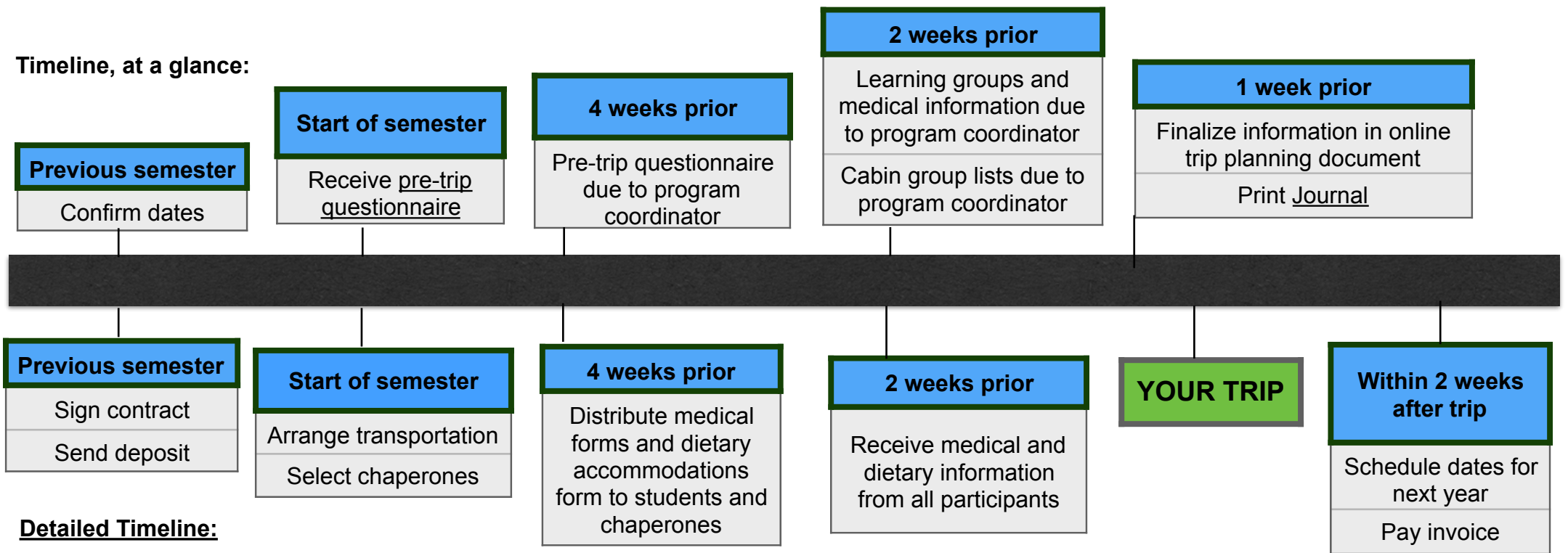


## Program and Contract Timeline

### Timeline, at a glance:



### Detailed Timeline:

Timeline:	Pre-Trip Responsibilities	Notes:
Previous semester	<ol style="list-style-type: none"> <li>1. Confirm dates</li> <li>2. Return signed contract with deposit</li> </ol>	<ol style="list-style-type: none"> <li>1. You will be receiving a date confirmation email. Please be sure the dates sent to you are accurate.</li> <li>2. Once you receive your contract, please sign and return it with your deposit to: PO Box 347, Jamestown, CO 80455</li> </ol>
Start of the semester	<ol style="list-style-type: none"> <li>1. Receive <u>Pre-Trip Questionnaire</u></li> <li>2. Arrange transportation</li> <li>3. Select chaperones</li> </ol>	<ol style="list-style-type: none"> <li>1. Confirm that you are able to open and edit your online trip planning document (first page in the document will be the Pre-Trip Questionnaire) sent to you via email by the Program Coordinator.</li> <li>2. Arrange transportation for your group.</li> <li>3. As per district policy, please select the number and the gender of your chaperones based on projected cabin occupancy.</li> </ol>
4 weeks prior	<ol style="list-style-type: none"> <li>1. Finalize Pre-Trip Questionnaire</li> <li>2. Distribute student medical forms, chaperone medical forms and dietary accommodations guide to all participants</li> </ol>	<ol style="list-style-type: none"> <li>1. There is no need to submit or save the online trip planning document, it is saved in real time. The Program Coordinator will add your learning group and cabin group pages to your online trip planning document once your questionnaire is completed.</li> <li>2. Distribute Cal-Wood medical forms and dietary accommodations guide to all students, chaperones, and teachers that will be attending. Set a deadline of 2 weeks to have these medical forms returned.</li> </ol>
2 weeks prior	<ol style="list-style-type: none"> <li>1. Receive medical and dietary information from all participants</li> <li>2. Learning groups and medical information submitted online</li> <li>3. Cabin group lists submitted online</li> </ol>	<ol style="list-style-type: none"> <li>1. We recommend creating your learning groups 3 weeks before your trip and filling in the medical and dietary information as it becomes available to you.</li> <li>2. Completing your learning groups, cabin groups, and medical information by this date ensures we have plenty of time to accommodate your group and any individual needs.</li> </ol>
1 week prior	<ol style="list-style-type: none"> <li>1. Finalize information in online trip planning document</li> <li>2. Print <u>Journal</u></li> </ol>	<ol style="list-style-type: none"> <li>1. Please finalize all information in your online trip planning document. One week before your trip the Program Coordinator will limit editing access to your online trip planning document and any changes to these documents (learning groups, cabin groups etc) will need to be requested via email.</li> <li>2. Please follow <u>the instructions</u> on our website to properly print <u>journals</u> for your students. We recommend printing a few extra.</li> </ol>
Your trip	<ol style="list-style-type: none"> <li>1. Call Cal-Wood as you are departing</li> <li>2. When you arrive, have the designated emergency vehicle drive to the lodge. The busses and the rest of the vehicles will park down by the pond in the visitor parking lot</li> </ol>	<ol style="list-style-type: none"> <li>1. Call the Cal-Wood Program Director or Coordinator at extension 1 to let us know that you are departing.</li> <li>2. We recommend bringing a high-clearance, 4-wheel drive vehicle as your emergency vehicle.</li> </ol>
2 weeks after your trip	<ol style="list-style-type: none"> <li>1. Schedule dates for next year</li> <li>2. Pay invoice</li> </ol>	<ol style="list-style-type: none"> <li>1. You will be receiving a post-program email from the Program Coordinator that will contain information regarding scheduling dates for next year.</li> <li>2. An invoice will be emailed to the appropriate person at your school.</li> </ol>