



Spruce Lake Outdoor School Program Checklist

This document is a checklist (✓) of when your forms are due and resources available. Please review and return forms as requested. **Resources are Bolded and underlined** and can be found on our website <https://www.sprucelake.org/outdoor-education/>

AS SOON AS POSSIBLE

- Group Update Form** Due
 - Indicate if you want to visit the Snack Shop
 - Coordinate luggage transport to/from Wilderness Camp area if traveling by motor coach transportation

- Review your class schedule**

PREPARING FOR THE TRIP

- Give students **What to Bring** and **Modesty Guidelines**
- Select chaperones for the trip, using the **Chaperone Guidelines** resource
- Collect **Student and Adult Release Forms** from all attendees
- Use the **Fee Worksheet** to determine the cost of your program

TWO WEEKS PRIOR

- School Information Form** Due
- Dietary Restrictions & Physical Limitations Form** Due – complete using information from Release Forms
- Room Assignment** Due
 - There should be the same number of people as number of beds in a room! *The “**Single Occupancy Policy**” means that we will charge a minimum rate of 2 people for a single occupied room.*



UPON ARRIVAL

- Register** at Spruce Lodge as soon as you arrive
 - Room check-in is at 4 PM

- Give a final group number
- Turn in all release forms
- Have updated room assignments
- Prior to your first activity, you will have a **General Orientation** to:
 - Present expectations
 - Review safety & behavioral guidelines
 - Provide information about activities & facilities

CHECKOUT – BETWEEN 8:30-9:00 AM

- Have everything out of rooms and return keys to Front Desk before breakfast
- Submit the **Evaluation Form**
- Submit the **Reservation Form** for the following year
- Pay balance and roll over deposit