

TIMELINE with CHECKLIST

As Soon As Possible

- ___ Sign and return your Headlands Institute Contract via mail or fax to NatureBridge, 28 Geary St, San Francisco CA 94108, 415-992-4711 fax.
- ___ Pay 25% deposit to guarantee program dates. Refer to your contract for exact due dates.
- ___ If attending Headlands Institute for the first time, schedule a tour.
- ___ Start fundraising! Submit a Grant Application to Headlands Institute, 1033 Fort Cronkhite Sausalito CA 94965 via mail or fax 415-332-5784 by 9/24/10.
- ___ Arrange a parent and/or student orientation meeting at your school. Consider showing the Headlands Institute DVD, available on request.
- ___ Identify participating adults. Note: You must have a least one and **no more than two adults** per hiking group (i.e. one adult for every 16 students). You must also have at least one male/one female adult for every 20 youth of that same gender (overnight groups only).
- ___ Arrange transportation. Your arrival and departure times are listed on your invoice. Contact our office if you need to schedule different times.
- ___ Send Student/Parent Information Packet home to parents. Packet includes *Registration Form*. Include a personal letter summarizing the value of the program.
- ___ Send Participating Adult Information Packet to all participating adults. Packet includes *Registration Form*.

Three Months Prior to Your Trip

- ___ Call Headlands Institute to schedule an optional pre-trip classroom visit (if school is within 50 miles)
- ___ Call Headlands Institute to confirm your final number of student and adult participants. Changes to the number of participants after this date will result in a penalty fee.
- ___ Begin engaging students in pre-trip activities. For ideas, visit the Educational Resources link at www.HeadlandsInstitute.org.

One Month Prior to Your Trip

- ___ Confirm your final numbers of participating girls, boys, men and women. Remember: **no more than two adults per hiking group should attend!**
- ___ Send final payment to NatureBridge, 28 Geary St, San Francisco CA 94108,.
- ___ Submit completed *Pre-Trip Questionnaire* so that Field Science Educators can prepare your customized program.
- ___ If you prefer a specific meal time or have dormitory requests, contact the Field Science Operations Manager with your request.
- ___ Collect *Registration Forms* for all students and participating adults. **Check for required signatures.**
- ___ Conduct an orientation meeting for all participating adults. Discuss hiking group assignments, activity time periods, evening programs and dining hall and dorm supervision.

TIMELINE with CHECKLIST (continued)

Two Weeks Prior to Your Trip

- ___ Submit completed and signed *Hiking Group Lists*.. You need to include any Medical/ Dietary Alerts noted in the *Registration Forms*. We will make arrangements for students with limited mobility or other special needs if you inform us at least two weeks prior to your arrival. Otherwise, accommodations cannot be guaranteed.
- ___ Mail all student and adult *Registration Forms* and *Student Responsibility Sheets*. **Check for signatures** on *Student Responsibility Sheets* and in release and liability sections of *Registration Forms*.
- ___ Check in with the Field Science Operations Manager to finalize details.

Upon Arrival

- ___ Inform Headlands Institute Campus Coordinator of any changes to the *Hiking Group Lists*.

NOTE:

If we do not have signed registration forms on site for ALL PARTICIPANTS, the individuals whose forms are missing signatures will not be able to participate in our programs. We're sorry, but we cannot make exceptions to this policy.