

Dear Group Leader,

Thank you for bringing your group on this exciting trip. We appreciate all you do to provide this experience for your students (and so will they!). This checklist is designed to help organize the steps involved in bringing a group to the 4-H Center Arkansas Outdoor School program. Check off items on the list as they are completed. **All forms and information sheets can be found on www.uaex.edu**, click on 4-H Clover, Scroll to Activities & programs, click on Arkansas Outdoor School, scroll to forms and print the ones needed. Forms needed: AOS Health & Activity/Release Form (FY4-H 704), Student Code of Conduct (only read to group-do not need signed form from each child), Federal Data Form, Group Roster Sheet, sample letter to Parents, sample letter to Teacher/Chaperone; additional forms needed by overnight groups: Female and Male Lodging lists and What to Bring.

Now—Read the entire checklist; changes have been made. Sign and return agreement with **deposit** within two weeks. **Please do not tell parents they can “drop by” or decide to spend the night. Once the numbers are turned in, we cannot make changes. The Center only orders for and cooks for the number turned in. There may be other groups spending the night and lodging would not be available. Please tell your students and adults that AOS groups do not pay for unlimited drinks at the Center. Drinks are at meal times only. If your group would like unlimited drink service it is currently \$4.10 per person per day.**

One Month Before Program Date

†Send AOS Health & Activity/Release Form home with Parent letter (FY4-H 704). **PLEASE USE FORM SENT IN EMAIL.**

For food allergies – please ask parents to mark ingested or airborne or both.

†Send AOS Health & Activity/Release Form to each attending teacher and chaperone (FY4-H 704)

†Confirm Activity Choices if not made at time of booking

Two Weeks Before Program Date

†Collect and check Health & Activity/Release Forms for completeness and parent signature

†Make sure each teacher and chaperone have turned in a Health & Activity/Release form

†Complete Group Roster Sheets and Lodging Assignments (if applicable). **Divide your participants into groups of 20.** †Arrange participant Health & Activity forms underneath appropriate Group Roster Sheets. Mail all original documents to above address, **including Lodging assignments. It is important to receive the waivers (especially for groups eating at the Center) so a list of food allergies can be given to the Food Service Manager. The 4-H Center does not use any peanut products including oil or any type of nut in meals for youth groups.** †Copy forms (**your copies - bring with you the day of the program**).

7-10 Days before Program Date – the Program Secretary will call for a final count. This is the count of youth and adults that will be turned into the Center and this will be the number the Center will charge for even if the actual attending number is lower. **No meals or lodging changes can be made within 7 days of program date.** Also check your ratio of teachers/chaperones to student numbers coming (1 adult per 8 youth). **If the number of youth goes down, adjust your adult numbers down.** Adults over the ratio will pay the youth rate.

One Week Before Program Date

†Distribute Teacher/Chaperone letters (on website)

Day of Program

†Double check that you have your copies of all completed waivers

†**Complete Federal Data Sheet** (demographics) for participants attending and give to AOS facilitator (form 237)

This form is very important as it gives an accurate count of the number of participants that came to AOS.

See you soon!

AOS Facilitators