



Field Trip Confirmation and Trip Packet

Congratulations! Your field trip has been scheduled! Please present this confirmation at check-in.

School Name: _____ **Group ID:** _____
Leader Name: _____ **Contact #:** _____
Trip Date: _____ **Arrival Time:** _____
Estimated Numbers: _____ Students _____ Chaperones _____ Helmet Rentals _____

Field Trip Check List

Prior to Arrival

- Numbers must be confirmed 1 week prior to arrival. We will use these number to pre-print your tickets on the day of your arrival.
- ALL** students must have the Liability Release and Equipment Rental form completed/signed by Parent/Guardian, not group leaders. Forms must be dated for **event date**.
- Any student renting a helmet must also have the Helmet Rental form completed/signed by Parent/Guardian. Forms must be dated for **event date**.
- Sort forms by student. Each student will present their own form(s) to Snow Creek Rental Staff on day of visit.
- Students review Skier Responsibility Code (this is good to do on the bus ride over).

Upon Arrival

- Only the Group Leader will meet at the Field Trip ticket window inside the lodge to check-in.
- The Group Leader will hand in **completed Invoice** along with final payment. Tickets will be signed for. Misplaced or lost tickets can be replaced but at the schools expense.
- Students will unload and meet in dining area where a SC staff member will give a brief presentation. Students will attach lift tickets with the help of chaperones and receive their rental forms.
- At dismissal, students should have lift tickets attached and rental forms in hand before going to rental building. After students receive rental equipment, they will meet on the snow for their ski lesson.
- LUNCH – at the prearrange lunch time, leader or chaperone will check-in with the Food Manager. Staff will help deliver lunches to group table and leader/chaperone will distribute lunches to students.

Upon Departure

- Everyone in the group must **return rental equipment** to the rental shop.
- Drive safely home!

The Following must be confirmed 1 week prior to arrival:

- Arrival time & Departure time
- Lunch time
- # of Non-skier lunches
- # of Beginner Students, with & without helmet rental
- # of All Slope Students, with & without rental
- # of Beginner Chaperones, with & without helmet rental
- # of All Slope Chaperones, with & without helmet rental