



Field Trip Confirmation and Trip Packet

Prior to Arrival

- A **FINAL COUNT** of participants is required 1 week prior to your visit date.
- FORMS** must be completed and signed by a Parent/Guardian and dated with the visit date. ***TIP 1*** *Before making copies of the Equipment Rental/Helmet form, write in your visit date.*
 - **Liability Release and Equipment Rental** – required for all participating students
 - **Helmet Rental Release** – required only if the student is renting a helmet.
- Sort forms** by student. Each student will present their own form(s) to Snow Creek Rental Staff on day of visit. ***TIP 2*** *Take it a step further and sort forms by Chaperone group. It will speed up the process of passing out forms, especially with a large group.*
- Review the Skier Responsibility Code** with Students (page 3) <- This is good to do on the bus ride.
- Complete the Purchase Order (page 5). ***TIP 3*** *Use the Roster and Rate guide to help calculate total numbers for each ticket type.*

Arrival & Check-In

- The Field Trip Leader checks in at the Field Trip window inside the lodge.
- At Check-in, turn in the **Completed Purchase Order** along with final payment. Tickets will be signed for. *Misplaced or lost tickets can be replaced but at the school's expense.*
- Students will unload and meet in dining area where a SC staff member will give a brief presentation. ***TIP 4*** *This is a good time for another teacher or chaperone(s) to help distribute student forms.* Students will attach lift tickets with the help of chaperones and receive their own rental form(s).
- 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.

NEW PROCESS THIS YEAR – In an attempt to speed up the check-in process, a Snow Creek representative will call/email you 1-3 days prior to your visit date to get final numbers. We will use these numbers to pre-print tickets before you arrive on the day of your visit ***TIP 5*** *Use the total numbers found on the Purchase Order. You can even email this to us ahead of time.*

Upon Departure

- Everyone in the group must **return rental equipment** to the rental shop (in a nice & neat manner please).
- Drive safely home!

CANCELLATIONS: If you must cancel your visit after 5pm the day before your visit, call 812-653-8782. Do not call the field trip office or send an email if it's short notice. We will not receive the notification in time for us to make adjustments in staffing on our end.

If you are canceling outside of 24 hours, please call 816-640-2003 or email the field trip office.