



## TIMELINE with CHECKLIST

### As Soon As Possible

- Sign and return your NatureBridge Contract via mail or fax to NatureBridge, 28 Geary St, San Francisco CA 94108, fax 415-992-4711.
- Pay 25% deposit to guarantee program dates. Refer to your contract for exact due dates.
- If attending our program for the first time, schedule a tour.
- Start fundraising! Submit a Scholarship Application to NatureBridge, 1033 Fort Cronkhite, Sausalito CA 94965 via mail or fax (415)332-5784.
- Arrange a parent and/or student orientation meeting at your school.
- 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 a Student/Parent Information Packet home to parents. Packet should include the Registration Form. Include a personal letter summarizing the value of the program.
- Send a Participating Adult Information Packet to all participating adults. Packet should include the Registration Form.

### Three Months Prior to Your Trip

- Call us to schedule an optional pre-trip classroom visit (if school is within 50 miles of Sausalito, CA).
- Call us 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.

### 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 and Hiking Group Lists.
- 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.