



CHECKLIST FOR DRIFTWOOD TRIP

1. **Immediately** after reserving our trip:

Send in: _____ Reservation for Facility Use form immediately after booking

Send in: _____ Reservation Fee of \$250 within 2 months of booking

Send in: _____ Curriculum request form within 2 months of booking (*let us know as early as possible for field trip reservations)

_____ Inform us if you would like a day trip to Cumberland Island, Okefenokee Swamp, or Jekyll Island (and which option) with approximate student and adult numbers (no assurance is given)

Send in: _____ \$250 non-refundable Cumberland Island Deposit within 2 months of booking if this is your trip of choice

2. **Seven Months** prior to trip:

Send in: _____ Most accurate student / adult numbers for booking Field Trips (Cumberland Island, Sea Turtle, etc.)

3. **Two months** prior to trip:

Send in: _____ Additional 20% non-refundable deposit (separate from Reservation Fee and Cumberland Island Deposit, if applicable)

4. **Three weeks** in advance:

_____ Call in or email final participant numbers (***After this point, the invoice is finalized, and a 25% per person fee will be kept for every person that does not show. All extra cost items will also be charged, in the full amount, for the absent participants.***)

****We must know as soon as possible of any changes in group size for Cumberland Island field trip reservations. We will do our best to accommodate changes, but we cannot make guarantees. ****

_____ Upload all student and adult Health and Liability Forms to the Google Drive Link provided to you via e-mail from the Program Director

_____ Add any participant food allergies/dietary restrictions to the Google Document located in the Google Drive Link provided to you via e-mail from the Program Director

5. **One week** in advance

_____ Split students into field groups: ~12 students per group (unless otherwise discussed)

_____ Have students make nametags. Also, go over what to bring, what not to bring, and expectations for the trip. Please note that arrival lunches can be served no later 2 p.m. and after 1:00 will incur a \$100 charge.

6. **Upon Arrival** at Driftwood:

_____ Bring final payment

Contact Information:

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