



CHECKLIST FOR DRIFTWOOD TRIP

1. One year out book trip dates:
Send in: _____ Reservation for Facility Use form

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

3. Six months prior to trip
Send in: _____ \$200 non-refundable Cumberland Island Deposit

4. Two months prior to trip
Send in: _____ 20% non-refundable deposit
_____ Curriculum request form due (*let us know as early as possible for field trip reservations)

5. Three weeks in advance
_____ Send in any allergies or dietary restrictions for all participants
_____ Call in final participant numbers (After this point a 25% deposit will be kept for every person that does not show.)
****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.****

6. One week in advance
_____ Split students into field groups: ~12 students per group (unless otherwise discussed)
_____ Split all participants into cabin groups: ~16 students per cabin (there are 22 beds in each cabin but you do not need to fill them all)
_____ 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.

7. Arrival at Driftwood:
_____ Bring final payment
_____ Bring Health and Liability forms for everyone

Contact Information:

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