Dear Group Leader,

Thank you for bringing your group on this exciting trip. Preparing a group to go on an off-site field trip can be a lot of work. We appreciate all you do to provide this experience for your students (and so will they!). This worksheet is designed to help organize the steps involved in bringing a group to the 4-H Center Arkansas Outdoor Science program. Start from the top and check off items on the list as they are completed. Of course you may complete items before instructed. All forms and information sheets can be found on www.arkansas4hccenter.org/ArkOutdoorSchool/, Programs, School Programs, scroll down and click on forms.

Now
☐ Sign and return contract with deposit within two weeks

One Month Before Program Date . . .
☐ Send FY4-H 704 Health & Activity form home with Parent letter
☐ Send FY4-H 704 Health & Activity form to each attending teacher and chaperone
☐ Confirm Track Choices if not made at time of booking

Two Weeks Before Program Date
☐ Collect and check Health & Activity form for completeness and parent signature
☐ Make sure each teacher and chaperone have turned in a Health & Activity form
☐ Copy forms (your copies to bring with you the day of the program)
☐ Complete Group Roster Sheets and Lodging Assignments (if applicable)
☐ Arrange participant Health & Activity underneath appropriate Group Roster Sheets and mail all original documents, including Lodging assignments to:

Arkansas 4-H Center
A.O.S. Program Waivers
#1 Four-H Way
Little Rock, AR 72223

One Week Before Program Date
☐ Distribute Chaperone letters

Day of Program
☐ Double check that you have a completed waiver for each participant attending
☐ Complete 237 Federal Data Sheet for participants attending
☐ Show up ready to have a great experience

See you soon!
Sincerely,
Joel Cory Gill
A.O.S. Program Coordinator
jgill@uaex.edu

Visit our web site at www.uaex.edu

University of Arkansas, United States Department of Agriculture and County Governments Cooperating

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