preparation timeline

Due once you've reserved your dates
- ☐ Sign and mail your *Reservation Agreement* with your deposit check to Pathfinder.
- ☐ If you think any students from your group may need a scholarship, please contact us for information.

3 - 12 Months Before Your Pathfinder Program
- ☐ Arrange transportation to and from your chosen site.
- ☐ Set dates for Parent/Participant and Chaperone orientations.
- ☐ Send *Family Packet* to parents with the orientation meeting date.
- ☐ Recruit chaperones for your trip. We require a 1:10 adult to student ratio.
- ☐ Complete and return the *Logistics Checklist* sent to you via email.

2 Months Before Your Pathfinder Program
- ☐ Discuss your goals, desired outcomes, schedule, and travel groups with Sherry.
- ☐ Keep an eye out for your finalized schedule that will be emailed to you.
- ☐ Distribute the *Liability Waiver and Medical Information Form* link to everyone attending the trip (including chaperones). You should have received an email granting you administrative access so you can monitor waiver forms that have been completed.
- ☐ Parent/Participant orientations should take place. Have the *Family Packet* available.

30 Days Before Your Pathfinder Program
- ☐ Complete and return the *30 Day Checklist* and confirm your final schedule.
- ☐ If requested, a *T-shirt order form* will be sent to you.
- ☐ Any scholarship requests must be made 30 days prior to your program.
- ☐ Please ensure *Liability Waiver and Medical Information Forms* have been filled out online for all chaperones and participants. Confirm with Pathfinder.

15 Days Before Your Pathfinder Program
- ☐ Create your Travel Groups. We will email a template to you. Send the groups to Pathfinder.
- ☐ Fill out the dorm assignment sheet showing where each student and chaperone will be sleeping.
- ☐ If ordering, complete and return the *T-shirt order form*.

1 Week Before Your Pathfinder Program
- ☐ Check the weather forecast for your chosen site and pack appropriately.
- ☐ Get excited for your Pathfinder adventure!