



# Canoeing Program Group Leader Checklist

- Return the *Lincoln Marsh Requested Program Agreement* as soon as possible after making your reservation.
- Pay at least two weeks prior to your program.
- Notify Lincoln Marsh office of any changes in participant numbers (there may be an additional fee).
- Secure one adult chaperone responsible for conduct/discipline for every 10 participants (please do not bring siblings). Children ages 6-8 must have one adult in each canoe. Groups may be dismissed if behavior threatens safety.
- Give all participants/chaperones the [Canoeing Waiver](#) and [Important Information for Canoeing Program Participants](#) handout.
- Give drivers/transportation companies the Northside Park address (1300 N West St. Wheaton, IL 60187). Inform them to park in the west parking lot. [Northside Park Map](#)
- Check that all participants/chaperones have waivers that are complete and signed (by a parent/legal guardian if under 18).
- If eating on site, bring trash bags to pack out garbage, and encourage participants to recycle and use reusable containers. Please notify Lincoln Marsh office if a nut/allergy-free eating table will be needed.
- Arrive on time (programs will not be extended due to late arrival).

***All waivers and handouts are available on our website.***

