



# Geocaching/Orienteering 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 5 participants (please do not bring siblings). Chaperones should also encourage participation and assist when requested.
- Inform participant/chaperones of the learning objectives and what they will be doing.
- Give all participants/chaperones the [Important Information for Geocaching/Orienteering Program Participants](#) handout.
- Give drivers/transportation companies the [Important Information for Drivers](#) handout.
- 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 handouts are available on our website.***

