Travel Teams Course
Group Leader Checklist

☐ Return the *Lincoln Marsh Requested Program Agreement* as soon as possible after making your reservation.

☐ Secure a backup indoor location if program will be outside.

☐ Submit Challenge Course Questionnaire at least two weeks prior to your program (watch for email).

☐ 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 per group of 15 minors. Programs may be ended early if behavior threatens safety.

☐ Inform participant/chaperones of the learning objectives and what they will be doing.

☐ Give all participants/chaperones the *Challenge Course Waiver* and *Important Information for Travel Teams Course Participants* handout.

☐ Check that all participants/chaperones have waivers that are complete and signed (by a parent/legal guardian if under 18).

☐ Divide participants and their waivers into groups of 15 prior to program.

☐ Be ready to start on time (programs will not be extended if participants are not ready to start on time).

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