



# 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.***