

Group Registration Checklist

Contract:

- Review the contract (check contact information, dates, arrival times, costs, student/staff numbers, and due dates)
- Inform Wilderness Office if there are initial errors.
- Review the policies on the second side of the contract for understanding.
- Sign and return the contract via mail or fax to Wilderness Office.
- If sent by fax please confirm that it arrived.
- Keep a copy for your records. Upon BOEC receipt of a signed contract, an invoice will follow. You may make payments off the contract or the invoice.
- Payment must be made by agency via check or agency credit card. Individual payments toward a group balance are not accepted.

Course dates are not secured until a deposit is received. Deposits are Non-refundable

Paperwork:

Originals may arrive by mail, email or be downloaded off the web www.boec.org Forms are located under 'Programs, then Wilderness Program'-- at the bottom of the page. Wilderness Office will advise on which forms are necessary.

- Make copies of all paperwork necessary for your groups' program and disseminate to all potential participants (students and staff).
 - Complete Trip Coordinator Questionnaire & return to Wilderness Office by fax or mail ASAP.
 - Collect all participant paperwork.
 - Assure that all signatures on Liability Waivers are complete.
- Students without a signed consent in all necessary areas will not be able to participate in BOEC Programs.
- Return all participant paperwork by **MAIL ONLY, NO FAXES!!**
 - Student and staff paperwork is due no later than 1-week prior to course start date!!

Ongoing Coordinator Responsibilities:

- Please inform Wilderness Office of any changes, including student/staff numbers, special needs, arrival times etc.
- Make yourself available for course staff to contact for pre-program planning.
- Oversee timeliness of payments (deposit and final balance).

There is no refund for courses cancelled within 2 weeks of arrival. The BOEC understands that the actual number of students may vary slightly from the contracted number of students. We will provide a full refund for up to two no-shows with 48-hours prior notification.

After the program:

- Complete any evaluations and mail in.
- Expect a follow-up phone call.

Personal belongings left at the BOEC can be returned upon receipt of prepayment or credit card.

Contacts:

Claire DiCola
Program Coordinator
PO Box 697
Breckenridge, CO 80424
(800) 383-2632 Ext 15
(970) 453-4676 fax
wildassist@boec.org

Bob Bond
Wilderness Program Director
PO Box 697
Breckenridge, CO 80424
(800) 383-2632 Ext 12
(970) 453-4676
bob@boec.org