

Fort Hope, Inc.

PO Box 132, Arroyo Grande, CA 93421
(805) 473-1805 www.forthope.org info@forthope.org

Program Checklist

We are excited about sharing the opportunities Fort Hope has to offer with your group. Prior to a Frontier Day at Fort Hope, we want you to be adequately prepared for your trip so that everyone will have a safe and fun-filled experience. In order to do this, would you please go over the following check list and confirm the specific details. **Please return a copy of the completed check list with your Certificate of Liability Insurance to:**

Fort Hope Inc., PO Box 132, Arroyo Grande, CA 93421 or email to: info@forthope.org.

1. Group/School Name:

2. Mailing Address:

3. Email Address:

4. Name of Contact Person(s):

5. Phone Number(s):

6. Name of Attending Leader/Teacher:

7. Date of Trip:

8. Arrival Time:

 Departure Time:

9. Number of Children:

10. Number of Adult Supervisors:

11. Insurance: Your School/Group's Certificate of Liability Insurance issued from your insurance carrier must be on file with Fort Hope, Inc. before your arrival. Fort Hope, Inc. must be listed as additional insured for the date of your trip. The Limit of Liability required is \$1,500,000.

12. **Permission Slips:** Parents or legal guardians of each child are required to sign a Waiver form and fill out their preference on the Photo Release Form. The Medical Consent is only required if your School/Organization does not have one on file. All attending adults must also sign a Waiver form. No one may attend without required paperwork.

14. **Supervising Adults:** Please provide at least one additional adult per ten (10) children, or one additional adult per small group. Please divide your children into three equal groups, with name tags, **prior** to arrival. They will stay with their small group during their visit to the Fort. You may also bring an adult to be a designated photographer for your group, who must also sign the Waiver.

15. **Safety:** Please go over the Safety Policies with the children and supervising adults prior to your visit so they will know what is expected of them. **Supervising adults must also sign and return a copy of policies.**

16. **Lunch:** Please bring a sack lunch and a bottle of water for each child.

17. **Clothing and What to Bring:** Have the children wear "play clothes", preferably long pants, and comfortable closed toe shoes. The temperature is generally 10-15 degrees hotter or colder than town, so plan accordingly. They may also want to bring a hat, insect repellent, and extra water. Please label all belongings.

18. **What NOT To Bring:** Leave valuable items at home, including phones and other electronics. Children are not allowed to use electronics while at the Fort. Fort Hope, Inc., its Board, personnel and volunteers are not responsible for any lost or missing items. **NO pets allowed.**

20. **Directions:** A map with directions will be emailed to you prior to your visit.

21. **Speed limit:** Make sure your drivers go only **10mph** on Mary Hall Road both ways.

Other? Let us know how we can make your Frontier Day experience more enjoyable, or call/email us with any concerns or questions.

I have read the above check list and will advise the participants and adults of the requirements for having a safe and fun experience at Fort Hope, Inc.

Lead Person Signature:

Date:
