



SKY RANCH School Trip Planning Guide



You've booked a school trip at Sky Ranch!

Use this guide to create your best event yet!

-- 6 weeks before trip

- Send out the Smartwaiver link to all parents and chaperones. Each PARTICIPANT - student, chaperone, teacher - will need to have a completed waiver by the time they arrive on camp.
- Communicate to participants with special dietary needs that they must fill out our dietary form. (You can find the Special Dietary Needs Form on our website at: www.SkyRanch.org/Food)
- Please submit the trip questionnaire you received in first email.

Questionnaire includes:

- Estimated numbers and gender breakdowns for students, chaperones, and staff attending
- Preferred class, night event, and activity choices
- A list of options can be found online at: <https://skyranch.org/pages/schools-plan-your-trip>

-- 4 weeks before trip

- Send us your final number count of students, chaperones, and staff attending.

-- 2 weeks before trip

- Sky Ranch will send you the assigned cabins and cabin layouts for your trip. Please let us know as soon as possible if any changes need to be made to your cabin assignments.
 - **Please note:** Lodge rooms are an upgraded fee of \$60. Teacher cabins available on a first-come-first-served basis.
- Sky Ranch will send you the preliminary invoice. Please mail Sky Ranch a check as soon as possible, or you may give it to us upon arrival.
 - **Please note:** This is not your final invoice. You will receive an updated invoice at the end of your trip noting any additional fees or changes accrued during your trip.

2 weeks before trip

- Sky Ranch will send you the preliminary trip schedule.
 - Please let us know if any changes need to be made to your preliminary schedule as soon as possible.
 - Final activity/rec time schedules will be given to you upon arrival.
- Consider bringing two-way radios, as cell service is limited.
- Communicate to participants with special dietary needs that they must fill out our dietary form. (You can find the Special Dietary Needs Form on our website at: www.SkyRanch.org/Food)
- Ensure that all participants have completed the Participant Agreement via the Smartwaiver link.
- Please print and bring with you all up-to-date journal pages for the classes your students will be taking.
 - Journal pages change annually and can be located at: <https://skyranch.org/pages/schools-plan-your-trip>
 - The current password is: **oeschools-22-23**

Arrival

- Keep your Event Coordinator updated on your ETA by texting them at 903.352.0916.
- Check in with your Event Coordinator at the designated location.
- Have an amazing school trip!

During

During the trip, your Event Coordinator will be available to answer any questions you may have! Feel free to call them with questions or ask them in person during meal times.