

# SKY RANCH OUTDOOR EDUCATION

## TRIP PLANNING

### SERIOUSLY **FUN** LEARNING

1. **SIX WEEKS out:** Please submit the trip questionnaire you received in first email.
  - a. Questionnaire includes:
    - i. Estimated numbers and gender breakdowns for students, chaperones, and staff attending
    - ii. Preferred class, night event, and activity choices
  - b. A list of options can be found online at <https://skyranch.org/pages/schools-plan-your-trip>
2. **FOUR WEEKS out:** Send us your final number count of students, staff, and adults attending
3. **TWO WEEKS out:** Sky Ranch will send you the assigned cabins and cabin layouts for your trip
4. Please let us know as soon as possible if any changes need to be made to your cabin assignments. **\*\*Please note:**
  - a. Lodge cabins—an upgraded fee of \$50
  - b. Teacher cabins available on a first-come-first-served basis.
5. **TWO WEEKS out:** 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:**
  - a. 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.
6. **TWO WEEKS out:** Sky Ranch will send you your preliminary trip schedule.
  - a. Please let us know if any changes need to be made to your preliminary schedule as soon as possible.
  - b. Final activity/rec time schedules will be given to you upon arrival.
7. Make sure to bring all Participant Agreement forms ready to turn in upon arrival (pages 6-7 of your contract). **\*\*Please note:** Sky Ranch does not require the collection of any medical release forms.
8. Please print and bring with you all updated journal pages that correlate with selected classes.
  - a. **\*\*Journal pages change annually and can be located at <https://skyranch.org/pages/schools-plan-your-trip>. The current password is oeschools18-19.**