



SKY RANCH

School Trip Planning Guide



You've booked a school trip at Sky Ranch!

Congrats! Your dates are secured, and you can begin to plan your event. The Sky Ranch on-site School Programs Team will take over from here and be available to answer any questions you may have.

The Sky Ranch Sales Team can't wait to connect with you after the event to hear about the highlights!

Use this guide to create your best event yet!

- - 10 weeks before trip

- Please submit the trip questionnaire you received in first email.

Questionnaire includes:

- Estimated numbers and gender breakdowns for students, chaperones, and staff attending
- Preferred classes, night events, and activity choices (A list of options can be found online at [SkyRanch.org/trip-planning](https://www.skyranch.org/trip-planning))

- - 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 [SkyRanch.org/Food](https://www.skyranch.org/food)).

- - 4 weeks before trip

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

- - 2 weeks before trip

- We 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. Use cabin layouts provided to assign each participant to a cabin.
 - **Please note:** Lodge rooms are an upgraded fee of \$80. Teacher cabins available on a first-come first-served basis.



- - 2 weeks before trip

- We will send you the pre-trip invoice with your expected number of students and adults. You should have 50% of your contracted minimum revenue at this point.
 - **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.
- We 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.
- Ensure all guests with special dietary needs fill out our dietary form. (You can find the Special Dietary Needs Form on our website at [SkyRanch.org/Food](https://www.skyranch.org/food)).
- Ensure that all guests have completed the Participant Agreement via the Smartwaiver link that will be sent to you two weeks prior to arrival. .
- For each student, please print and bring all up-to-date journal pages for the classes assigned to your school.
 - Journal pages change annually and can be located at [SkyRanch.org/trip-planning](https://www.skyranch.org/trip-planning). Modified versions are also available through this link.
 - The current password is: **fy2025-SP**

- - Arrival

- Keep your School Programs Coordinator updated on your ETA by texting them at 903.368.9471.
- Arrive at the East Gate, where you will be directed by a Sky Ranch staff member.
- Have an amazing school trip!

- - During

During the trip, your School Programs 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.

At the end of your trip, there will be a teacher meeting between you and a member of school leadership discussing final invoice, payment, and how to rebook.

- - After

Within one week time, you will receive an email with a copy of the final invoice, payment instructions, and a rebooking link.

- Submit final payment no later than two weeks after departure.
- Fill out rebooking form.

Once we receive your rebooking info, the Sales Team will reach out for next steps.