LOGISTICS AND DETAILS FORM

School Contact Person: __________________________

This form will serve as a guide to planning all the details for your visit. Please send this form in four weeks before your visit.

School: ___________________________  Grade: _______  Phone #: (____) ____________

Alt. Phone # ______________________ Email: ___________________________  Best time to reach you:________

Students:  #Boys: ______  #Girls: ______  (←Very Important!)  Guaranteed Minimum _________  (←Very Important!)

#Tables (10-12 per table including adults):_________  # of Trail Groups (14-15 students ea.):_____

Evening snack provided by Joy:  YES   NO  (circle one)

CHAPERONES:
Type and # of Chaperones:  Parents: ______  Teachers: ______  Student Leaders: ______

If you are bringing chaperones in shifts please inform Joy of who & when, on a separate sheet or email. Please indicate how many adults will be at each meal time so our kitchen is prepared. Include dietary restriction/needs.

Please check the email from Joy to confirm your assigned cabins. Please indicate below if you intend to use all of your assigned cabins with a check mark in the applicable boxes. Contact Joy ASAP if more are needed.

Cabin confirmation:  □  □  □  □  □  □  □  □  □  □  □  □  □  □  □  □  □  □  □  GUEST HOUSE

Please list below the titles of the classes and evening programs you have chosen for your students. Please describe any desired outcomes on page two of this form.

Daytime Classes (check contract for # of classes)  Daytime Classes (for longer programs)  Evening Programs (1 per night)
1. ________________  5. ________________  1. ________________
2. ________________  6. ________________  2. ________________
3. ________________  7. ________________  3. ________________
4. ________________  8. ________________  4. ________________

ROPEs / Polaris * Do you have any students with physical or cognitive needs that would require special accommodations?
CIRCLE ONE:  YES  NO  (Please list below)

JOURNALS:  Individual journals are an integral part of the JOY experience.
Journals will be provided by (circle one):  JOY / SCHOOL  (if JOY please bring one ream of paper)
At departure, to whom should we return journals to? __________________________

SPECIAL NEEDS/REQUESTS:  Are you aware of any students or chaperones with special accessibility or dietary needs? Please include name and condition so that we can plan for any changes in the program to accommodate their needs.
Name: ___________________________  Student/Teacher/Chaperone: ___________________________
Condition: __________________________________________________________________________

GUESTS:  Please include the name, title, expected date and time of arrival for any guests that may be visiting JOY during your program.  (examples: principal, superintendent, pastor, etc.)
This is a site security issue please have all visitors sign in on arrival at the School Program Building! Risk forms are required!

Guest Name: ___________________________  Title: ___________________________  Expected arrival date/time: ___________________________

________________________________________  ___________________________  ___________________________

Have you:
  Completed all items on this form?
  Contacted JOY with guaranteed #s?  (See contract for guaranteed # due date.  This will be the min. number you are billed.)
  Assigned "SURR" or "TOT" assistants?
  Filled out Trail groups, Cabins, and Table groups (with hoppers)? Include Chaperones?
  Provided name tags for parents, staff and students?

JOY OUTDOOR EDUCATION CENTER, LLC
CLASS INFORMATION SHEET

THIS IS OPTIONAL!! JOE USES IT TO CUSTOMIZE YOUR VISIT!!

<table>
<thead>
<tr>
<th>Class Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>List two - three goals or standards that you would like JOEC to Emphasize</td>
</tr>
<tr>
<td>List preparatory and/or follow up activities that you have planned for this class</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evening Program Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>List any goals or standards you would like JOEC to emphasize</td>
</tr>
<tr>
<td>List preparatory and/or follow up activities you have planned for this program</td>
</tr>
</tbody>
</table>