



Welcome to the start of your Bark Lake Leadership Centre experience.

Following this checklist can help make your booking and trip planning an easy step by step process.

**Step 1 – Initial Booking**

Contact the Sales Coordinator Karen [ by phone 1-888-517-9999 or email [sales@barklake.com](mailto:sales@barklake.com) ] to discuss available dates for your school or group trip.

If you are booking for an overnight trip, it is ideal if you can choose either the beginning or the end of the week (either Monday-Wednesday or Wednesday –Friday).

**Warning - available dates during our peak seasons (Fall and Spring) fill up quickly!**

**- So book early to get the days you want.**

Provide all your important booking information:

- Main contact name and alternate contact name
- School or group name, address, phone and fax number
- Email address
- Age/Grade of participants
- Number of participants expected to attend

**Bark Lake will then:** Send for you the booking contract to complete and fax back, for the dates discussed with the sales coordinator, (make sure you read and understand the contract) and mail in the \$500 deposit for groups up to 50 people. Groups of 51 or more are asked for a deposit of \$1 000.

[Be prepared to give M/C or VISA number upon booking if your trip is to occur within 14 days of booking.]

**Step 2 - Preparing the Students and Parents**

- Send home an information package or host an information session for parents and students outlining the field trip, dates and costs. [You could book a staff person to come to that night to show pictures and field questions- if given enough advance notice and subject to availability.]
- Ask us about receiving a promotional CD of pictures.
- Begin collecting permission forms and deposits from students. Consider developing a payment plan for students with financial needs.
- Use the **Bark Lake Medical Form** to collect information regarding any dietary allergies, concerns or requirements- the sooner we know about them the faster we can help deal with them.
- Send-home the **Bark Lake "What you need to bring" List** to all parents/students.
- Set up your transportation to and from Bark Lake with local bus lines.

**Call if you need any help or have any questions at this stage.**

**Step 3 – Setting up your Bark Lake Leadership Centre Program**

- Look at all the programs/activities that Bark Lake Leadership Centre has to offer in the **Program Catalogue** and discuss with your group and/or leadership team what programs are of interest to you. [Check the season for availability for some programs]
- Contact the Program Department [1-888-517-9999 ext 222 or email [tole@barklake.com](mailto:tole@barklake.com) ] to discuss your program choices and curriculum/group requirements. All of our programs are adaptable in length and scope to meet your group's interest and needs. We will do our best to meet all your activity objectives and requirements.
- If there is a topic or need that you do not see offered, contact us and we can develop or modify a program specific for your needs.

**Bark Lake will then:** Send you a sample schedule will follow outlining all the activities you will be participating in and how many activity groups your school will be divided up into. You can organize students and supervisors into activity groups or allow Bark Lake staff to do so- if there are issues let us know. Read through your program and let us know if you would like to make any changes or additions before arrival.

**Note:**

Some scheduling changes may be made last minute to accommodate other groups on site and/or weather.

**Step 4 – One month prior to arrival**

- Contact the Sales Coordinator Karen with any changes to the amount of beds required.

**Step 5 – One week prior to arrival**

- Fax or email in your final group numbers, rooming lists and your group's dietary information no later than 1 week prior to your trip date. We may not be able to accommodate any last minute dietary requests after this time.

**Step 6 – Getting Ready to Arrive**

- Collect all medical waivers and permission forms.
- Prepare a cabin list to bring with you on arrival to give to your group contact.
- If planning ahead - give all supervisors a copy of the schedule and names of participants in their group.

**Step 7 – Arrival Day**

- When you arrive – stop at the Administration Office first. Bring the cheque for the final amount owing. Hand in all medical waivers, your updated rooming lists to the group contact responsible for your group.
- Meet with your group contact to go over any last minute changes or announcements.
- If your group hasn't eaten yet – there is time for that now.
- Bark Lake program staff will do a short orientation tour explaining our rules and the emergency procedures. There will be time to move into cabins, relax and get ready for a fun and exciting educational experience!

**Looking forward to seeing you soon!**

- The Bark Lake Staff