

## Checklist for all EBOA forms and documents

Please use this checklist to keep track of all items due prior to and upon arrival of your trip.

Email to [alix.fulham@scouting.org](mailto:alix.fulham@scouting.org) as soon as possible

- Signed Contract
- Certificate of Insurance: requirements for insurance are outlined in the contract

**Prior to the trip: Forms and Documents can be found on our website:**

<https://www.emeraldbayoutdooracademy.org/planning-tools/>

- 4 weeks prior: Paid in full prior to your field trip. Payment schedule is outlined in your contract, please let us know if you need any changes to the provided schedule
- 2 weeks prior: Program Planner: Pick from 3, 4, or 5 day program planner based on your planned trip length. If we do not receive your Planner by the Monday 2 weeks prior to your trip, your courses will be selected for you and you will be unable to change them.
- 2 weeks prior: Cabin and Animal Group Assignments or Tent and Animal Group Assignments
- 2 weeks prior: Special Dietary Needs: food allergies, etc, this is a google form found on the link above

**Bring with you on the day of the field trip:**

- Map and Directions to boat port
- Adult waivers
- Student waivers (Originals and a photocopy. Originals stay with us, photocopies are for chaperones)
- Boat Manifest with ALL student and adult names.
- Dramamine (we don't provide, but if you would like to provide to your students...)