



## *How to Book a Field Trip*

*A step-by-step guide.*

### **Step 1: Contact Us**

- Send an email to Taylor Albany – Program Manager – at [hoec@highlandsnordic.ca](mailto:hoec@highlandsnordic.ca) to start the booking process.
- In the email provide the desired date(s) for the field trip(s), as well as the approximate # of students attending.

### **Step 2: Date Confirmation + Booking Form Link**

- Our team will review your requested date(s) and respond with confirmation.
- Once the date is confirmed we will send you a link to complete the *Booking Form*, and for Winter visits a *Boot Size sheet*.

### **Step 3: Complete Required Forms**

- Complete the *Booking Form* with all necessary details about your group, and the planned programming.
- **\*\*FOR WINTER TRIPS ONLY\*\*** a *Boot Size sheet* will have been provided in the date confirmation email. All planning on participating in Nordic Skiing must provide a shoe size and indicate male or female as we use the U.S. sizing system.

### **Step 4: Form Submission**

- Trip forms must be submitted *at least 2 weeks before your field trip*. If forms are late or incomplete, Highlands staff may choose *your programming* for you. If insufficient information has been provided and attempts to contact your group go unanswered your trip may need to be rescheduled.

### **Step 5: Enjoy Your Field Trip!**

- Highlands Nordic is located at 1182 10<sup>th</sup> Concession South, Clearview Township, Duntroon ON.
- Upon arrival, direct your bus driver to the *upper parking* lot near the *main building* at the end of the gravel road. A Highlands Nordic team member will *come out and greet your bus*. Bus drivers are welcome to park here for the day.
- Participate in the scheduled activities and enjoy the outdoor experience!

### **Step 6: Follow Up**

- We value your feedback! Please complete our post-field trip questionnaire to help us enhance future experiences.