

Scheduling

Before You Arrive

Once we have you scheduled, we will send you a program planning folder through Google Drive which will have information for you on planning your trip.

Helpful Instructions

This folder includes checklists for how to start planning your trip, instructions for the liability release, and daily responsibilities for your group. It also includes handouts with information for parents and chaperones, and a packing list.

Forms to Fill Out

This folder contains forms that need to be filled out before your trip. Please fill them out online and keep them in your folder when you are done for us to access.

- **Group Information Form:** This form asks you to fill out your information about your group and how to contact you. It also asks for your arrival and departure dates and times, and your first and last meals that you will be having with us. **This form is due 6 weeks before your visit.**
- **Participant Numbers Form:** This form asks for your participant numbers, broken into categories: Students, Chaperones, and Teachers. This allows us to assign dorm rooms and bill accurately. **This form is due 6 weeks prior to your visit.**
- **Class Scheduling Information Form:** This form asks what concept areas, classes, and evening activities your group is interested in. We use this information to create your program schedule for your trip. Please rank the concept areas and classes based on what you are most interested in taking. We always try to give schools as many of their top ranked classes as possible. This depends on how many other schools are on campus and what classes they chose as well. We can only guarantee both Adventure Ropes and Indoor Rock Climbing for 5-day groups. 3-day groups will get one or the other. **This form is due 6 weeks prior to your visit.**
- **Food Service Information Form:** This form asks you to fill out the dietary restrictions for your group. Please let us know how many participants in your group

(this includes chaperones and teachers) are vegetarian, gluten free, dairy free, have a nut allergy, don't eat pork, or have other allergies or restrictions. You will also be asked if there are any birthdays during your trip, and if you want Wolf Ridge to provide an evening snack for an additional fee. **This form is due 2 weeks prior to arrival.**

Liability Forms

In the "Liability Form" folder, you will find an electronic liability form that you can send to parents. It also contains a liability form that you can print and distribute instead.

Please bring completed liability forms with you and give them to your liaison when you arrive.

Program Planner

This folder contains a lot of information about Wolf Ridge, and is a great place to look if you have questions. It also contains floor plans for the dorms, a sample schedule, and our COVID policies. It also has a form to send to your insurance company requesting a certificate of insurance that includes proof of work comp and general liability coverage. Wolf Ridge must be named as an "additional insured" for activities while at Wolf Ridge.

This form is due prior to your visit.

At Arrival

- **Liability forms:** Please give all liability forms for participants, including adult chaperones, school personnel, and students (you too!) to your liaison. **These forms are due at arrival.**
- **Roster of all participants.** First and last names of all attending adults and students, including teachers must be listed (you too!). Billing will be based on this list. Plan on verifying names at checkout on the final day. **This form should be updated in your Google folder on arrival.**

During Your Stay

Liaisons

You will be assigned a liaison who will meet you at your dorm when you arrive and help you move in. They will do a large group orientation for your students and staff, and then meet with you to go over more details for your stay. Your liaison will be your first point of contact for most things, and will help you with any questions you

have, arrange necessary equipment, and coordinate evening activities. Your liaison will be around for most meals to check-in with you, and can be contacted by dialing 172 on any of the landlines at Wolf Ridge.

Homerooms

You will be assigned a homeroom in your dorm for meeting and gathering during your stay, and for storing luggage before you depart.

Wolf Ridge Store

The Wolf Ridge store is located in the Science Center and will be open during designated times during your stay. Use of the store will be scheduled in advance and an adult from your school must be present to monitor students. Only 20 students are allowed in the store at a time, so you may need to schedule smaller chunks of time for groups of students within your allotted time.

Dorm Space

You will be staying in one of two dorms on campus, either the Margaret A. Cargill (MAC) Lodge or the Summit Lodge. You will often be sharing the dorm with other groups, so please stay in your assigned section.

Meals

Meals are served in either the Fireplace Dining Hall or the Lake Superior Dining Hall. Your dining hall will be noted on your schedule. Your meal times will also be on your schedule. Meal times are staggered with other schools to reduce congestion and waiting time in the dining hall, so please be on time to your meals.

Accessibility

The buildings at Wolf Ridge are accessible to people who are physically disabled, although the gravel pathways may be difficult. The lakes and outlying areas are not easily accessible. We have a variety of accessibility equipment that enables all students to participate in activities on campus. Please contact us ahead of time if you have any students who might need accessibility equipment, so that we can work with you to ensure the best possible experience for everyone. We request to be informed of any students in your group with disabilities that our instructors should be aware of. This will help us provide a safe and valuable experience for each student.

Before You Leave

School coordinators are asked to stop by the office for a formal check out. During your check out, we will confirm dates for next year's visit and ask for an estimated participant number. The following week we will email you a Program Contract and ask for its return 30 days after receipt. Wolf Ridge requires a credit card number to hold your reservation. The credit card will not be billed unless the Cancellation Policy is broken. If a credit card is not an option, we will accept a check for 10% of the estimated fee. The check will be cashed and applied to your bill. If your cancellation meets the cancellation policy requirements, we will refund your 10% deposit.

Cancellation Policy applies only in the event of the group NOT attending Wolf Ridge for the reserved dates. Wolf Ridge must be informed of the cancellation no later than the 60-day deadline or the credit card will be billed 10% of the reserved participant numbers.

For the time being, the cancellation fee has been waived for groups that have to cancel or reschedule due to COVID.

Arrival & Departure

A five-day (four nights) trip typically starts on Monday with an 11 am arrival followed by lunch. Departure is Friday no later than 1pm, after breakfast or hot lunch/ bag lunch. You will indicate your first and last meal choices on the Group Information and Schedule Requests. Personal belongings should be moved out of dorm rooms and placed to the side in your homeroom by 9 am.

A three-day (two nights) trip is Mon-Wed, Wed-Fri, or Fri-Sun. Check in for Monday or Wednesday is typically an 11 am arrival followed by lunch. Departure is no later than 1pm, after breakfast or hot lunch/ bag lunch on Wednesday or Friday. Weekend groups check in at 4pm and dinner is their first meal. Departure is Sunday after breakfast or hot lunch/ bag lunch. Personal belongings should be moved out of dorm rooms and placed to the side in your homeroom by 9 am.