

# Leader's List

*Use this checklist as a guide for planning your trip.*

- \_\_\_\_\_ Read through all information. It will answer many questions.
- \_\_\_\_\_ Select a potential trip date and call Alpine to check availability. (1-800-806-2180)
- \_\_\_\_\_ Conduct sign-ups and collect participants' \$15 **Non-Refundable** Registration Fees.  
NOTE: Collecting fees up-front prevents you and/or your church from being left "holding the bag".
- \_\_\_\_\_ Complete the registration form and mail, fax or scan & email it to Alpine along with the Security Deposit and Non-Refundable Registration Fees. Alpine's contact info is on the top of the registration form.
- \_\_\_\_\_ Review the confirmation form when you receive it (sent to you after Alpine has processed the registration). Note the due date for the final payment (30 days prior to trip). Please contact Alpine to make any necessary changes to the confirmation as soon as possible.
- \_\_\_\_\_ Collect final payment from participants in time to make final payment 30 days prior to trip.  
(Again, collecting fees up-front prevents you or your church from footing the bill.)
- \_\_\_\_\_ Photocopy the Release and Assumption of Risk Form for *each* member of the group.  
It is extremely important to copy the front *and* back of this form.
- \_\_\_\_\_ Provide participants with "how to dress for activities" information so they can pack accordingly.
- \_\_\_\_\_ Collect release forms and look over them to insure each has been completed correctly.  
NOTE: Anyone under 18 years of age must have a parent or court-appointed legal guardian's signature.
- \_\_\_\_\_ Take all Release Forms to Alpine and submit them at check-in.
- \_\_\_\_\_ Take a basic first aid kit for your group to Alpine.
- \_\_\_\_\_ Preparing a housing list prior to arrival will speed up the check-in process. You may contact Alpine a couple of days before your arrival for details on room assignments.
- \_\_\_\_\_ Travel safely and look forward to what God is going to do in each participant's life during your trip.