

Wilderness Trek

2009 Step by Step – Teen Treks (5 or 6 Day)

STEP # 1 Complete or communicate upon receipt of your confirmation letter

- ❑ Once the *Group Reservation Agreement* for your group has been confirmed by letter, plan a time to promote your week of Wilderness Trek to your group. You may wish to use visuals, testimonials of previous participants, or video to communicate the unique opportunities that Wilderness Trek offers.
- ❑ **Begin the pre-registration process now.** The purpose of the *Step by Step* process is to encourage early commitments and allow full distribution of information to all participants. The Group Coordinator must present the full details of payment obligations and deadlines, medical screening and the implications of missing deadlines or not properly filling out forms.
- ❑ By nature of its activities, Wilderness Trek *is not* for everyone. **Every participant** is required to have a medical screening. Be sure all participants are aware of this information before they pre-register.
- ❑ The WTCC **Standard Participant Fee** is \$365 per person for 6-Day Teen Treks, \$425 per person for Teen Pack & Paddle Treks, and \$ 345 per person for 5-Day Teen Treks. A **Discounted Fee** of \$340 per person for 6-Day Teen Trek, \$400 for Teen P&P Treks, and \$ 320 for 5-Day Teen Treks is offered for all participants whose balance is paid in full and postmarked by May 4, 2009. If this deadline is missed the fee automatically reverts to the *Standard Participant Fee*.
- ❑ Your **Group Reservation Fee** (\$ 100 or \$ 200) holds your assigned number of spaces until February 2, 2009. A \$100 per participant deposit is due February 2, 2009. These deposits reserve your spaces until May 4, 2009. **The \$100 deposit is transferable, but non-refundable.** The deposit will be applied to a participant's fee. The deposit is transferable to another additional participant to cover their deposit for a 2009 Trek. **Any unused deposits are forfeited and cannot be applied to the deposit or final balance of a trekker for whom you have already paid fees.**
- ❑ The individual spots you reserved with your *Group Reservation Agreement* are forfeited upon missing the WTCC deposit deadline, postmarked by February 2, 2009. WTCC will begin filling these spots from their waiting list after the February 2, 2009 deadline. Please, contact Edd Eason , WTCC Executive Director, (800-833-4218 or wtccmail@aol.com) if you need to add someone to your group after this date to ensure that spaces is still available.
- ❑ **Please communicate to your students and their parents that all deposits and final balance payments are nonrefundable.**
- ❑ Communicate that all deposits and final balance payments shall be collected by the group coordinator and paid by one church check, cashiers check, or money order for the total amount.
- ❑ All payments should be made payable to "Wilderness Trek Christian Camp " and mailed to Wilderness Trek, PO Box 831040, Richardson, TX 75083-1040.
- ❑ Group coordinators delivering 25 fully-paid participant balances will receive the 25th participant fee as complimentary. Group coordinators delivering 50 fully-paid participants will receive the 49th and 50th participant as complimentary. For every 25 trekkers who participate, one spot will be made complimentary.
- ❑ The dates your group will begin and end their Trek are designated in the *Group Reservation Confirmation* letter. Your travel days are not included. Please plan to arrive at Wilderness Expeditions, 7870 West U.S. Hwy. 50, Salida, Colorado, at 2:00 p.m. on the first day of your Trek. Please eat lunch before you arrive. Supper will be provided.
- ❑ After receiving each participant's non-refundable \$100 deposit, give the participant a copy of the *2009 Participant Handbook for Teen Treks* or the *2009 Participant Handbook for Pack and Paddle Treks* or the *2009 Participant Handbook for 5-Day Treks*. These handbooks are designed to inform him or her about Wilderness Trek and provide details for preparation. Also included is a "pull out" copy of the *2009 Registration Form*. Ask the participant to complete this form in its entirety, have parents or guardians, and a physician or physician's assistant initial and/or sign in the appropriate places, and return it to the Group Coordinator. **Check to make sure the participant's parent(s) (or legal guardian) have initialed and/or signed the release of liability statement.** All registration forms should be brought in hand to Salida, Colorado for presentation to the outfitter upon arrival. **Please, do not mail them to us!**

STEP #2 February 2, 2009 - May 4, 2009

- ❑ Arrange your group's transportation. You will be transporting your group to a rappel site and a trailhead on the second day of your Trek. Note: **The first day of your Trek is the day your group arrives. If you are flying into Denver (3.5 hrs. away) or Colorado Springs (2.5 hrs. away) you will need to rent vehicles at the airport and keep them all week long. If you are chartering a bus, your bus and driver will need to be available the day after you arrive and the day before your return from the wilderness to the Wilderness Trek base camp.**
- ❑ You will receive a *Group Profile Form* in the mail. Please supply this information to us. We will this information to prepare for your group. If your group is coming by charter bus, please let us know so we can assign you to a trailhead that is charter bus accessible.
- ❑ Collect your *2009 Registration Forms* prior to the May 4, 2009 Final Balance Deadline. **Please review them and return any incomplete forms to the participants for completion.** Check for completed information and all appropriate initials and signatures, (1) parent/guardian, (2) Trekker, and (3) Physician (required for everyone). Please use the *2009 Registration Form* provided by us. The *Medical Examination Form* (on the back of the *Registration Form*) must be signed by the participant's physician or a physician's assistant. **No other form can be substituted.** All parts of the form must be completed! **Note: Individuals who do not submit a completed Registration Forms are disallowed from participation in Trek.** All registration forms are to be brought in hand to Salida, Colorado for presentation to the outfitter upon arrival. **Please, do not mail them!**
- ❑ Select Crew Leaders. Choose at least one student for every 8-10 persons. Read the *Crew Leader Training* information to gain a clear definition of a Crew Leader. Use the information to prepare the teens from your group. A "*Crew Leader Checklist*" is provided to help you in preparing your selected teens for this important responsibility.
- ❑ If you need additional spaces after February 2, 2009, please contact Edd Eason , WTCC Executive Director, (800-833-4218 or

wtcmail@aol.com) to see if there is available space before adding any teens or adults to your group. That space, if available, may be secured only after payment of the \$100, *Individual Trekker Deposit* (payable to "Wilderness Trek" by church check, cashiers check, money order, or on-line credit card payment). The balance of \$240/person for Teen 6-Day Treks, \$300/person for Teen P&P Treks or \$220 for 5-Day Teen Treks is due on the *Final Balance Deadline*, May 4, 2009.

- Remind participants of the May 4, 2009 Final Balance Deadline to qualify for the discounted fee.
- Check to see if any of your participants need financial help.
- Encourage physical conditioning. See your Participant Handbook and the Trek web site for suggestions.
- Discuss what they need to bring, your travel plans, and money needed for meals, etc.
- Remind participants that all fees are not refundable.**
- Collect all outstanding balances (\$ 240 Teen Trek, \$300 Teen P&P Trek, \$ 220 Teen 5-Day Trek) for each discounted fee, and outstanding balances (\$265 Teen 6-Day Trek, \$325 Teen P&P Trek or \$245 Teen 5-Day Trek) for each standard fee. Send one church check, cashiers check, or money order payable to "Wilderness Trek" for the entire total. **All Final Balance Payments must be postmarked by May 4, 2009 to receive the discounted price. Any payments made after that date will pay the standard fee of \$365 Teen 6-Day Trek or \$425 Teen P&P Treks or \$345 Teen 5-Day Treks. Send payment to Wilderness Trek, PO Box 8310404, Richardson, TX 75083-1040.**

STEP #3

After May 4, 2009

- After the May 4, 2009 Final Balance deadline has passed, contact Edd Eason, WTCC Executive Director, (800-833-4218 or wtcmail@aol.com) to see if space is available before any teens or adults may be added to your trip. That space, if available, may be secured only after payment of the \$365 Teen Treks or \$425 Teen P&P Treks or \$345 Teen 5-Day Treks is made. (Please send church checks only, made payable to "Wilderness Trek" or, cashiers check or money order).
- If you have not already, please select your crew leaders. Begin, continue and complete your training for Crew Leaders.
- Collect any *Wilderness Trek Registration Forms* that you have not yet collected. Make a last minute check to assure that full information and all appropriate signatures are in place. **Note: Individuals who do not submit these completed Wilderness Trek 2009 Registration Form are disallowed from participation in Trek. Remember: Physicians must sign the back of our form. No other form (i.e. school physical) can be signed and attached. Be sure you are using the correct form. Find the most updated version of the Registration Form at www.wildernesstrek.org.**
- If your group is scheduled for a Pack & Paddle Trek, be sure you have collected a *Pack & Paddle Waiver Form* from each participant. Participants under 18 years of age must have this form initialed and signed by a parent or legal guardian.
- Communicate departure time, travel and lodging plans, agenda for start of Trek, anticipated return details, additional money needed for meals, snacks, lodging and souvenirs, etc.

STEP #4

What To Expect When You Arrive

- Travel to the west side of Salida on Highway 50 and when you see Wal-Mart, we're across the street. Your group should arrive at Wilderness Expeditions at 2:00 PM (MDT) on the first day listed as your Trek date. Be sure you have already eaten lunch. The staff will be busy preparing for your arrival, so please time your arrival accordingly.
- When your group arrives at base camp, please enter the west entrance (between the motel and the two story structure to the west). All charter buses should park along the highway, on the shoulder, between the motel and Highway 50 headed in an eastbound direction. Church vans, personal vehicles and trailers can park inside the west parking lot.
- Have your *Wilderness Trek 2009 Registration Forms* in hand. Your staff member will request them when you arrive. If you have secured permission to add any participants since your final payment, be sure to have included their Registration Forms in the file. If your group is scheduled for a Pack & Paddle Trek retain your *Pack & Paddle Waiver Forms*. Keep these in your vehicle for use on the last day of your Trek.
- Upon arrival, you will be introduced to your staff for the week, and then begin orientation. The information in the orientation is very important! Your Trek has begun. Prepare your group to listen and learn! After orientation, you will be issued your backpacking gear, food for meals, camping supplies, and a Trek Journal.
- You will be providing transportation for your group to the trailhead and rappel site. The same transportation will also be used to return to base camp.

STEP # 5

What to Expect on Your Final Day

- Before the final night's banquet and devotional, crew gear will be returned and tents will be set up. At that time collection for any equipment loss or damage, due to neglect or abuse, will be made.
- A lunch will be provided on the day you return to the Wilderness Trek base camp. After all gear has been turned in your group will sent to take showers. Showers are provided as a part of the Wilderness Trek program.
- If you desire lodging for the final evening, the final night's camp will be in the campground, located on the back portion of the Wilderness Expeditions property. There is no additional charge to stay your last night in tents. The next morning your group will return all tents, sleeping bags, and any other gear. When all gear is accounted for, your group may begin their journey home.
- If your group is leaving for home after the devotional on the final night, or if you have made arrangements at a local motel or the Wilderness Expeditions Lodge, all gear will be returned after your return to base camp.
- Your staff members will ask for a written evaluation of your week's experience on Trek. This will include space to evaluate the performance of the staff, as well. Please share any details of your group experience that will enable us to continue to improve the quality of *Wilderness Trek*.
- Your last evening will begin with a banquet and end with a closing devotional. Banquets start between 4:30 p.m. and 6:00 p.m. and last 45 minutes. Final devotionals start between 5:30 p.m. and 7:30 p.m. and last 2-3 hours. Your final devotional will be outside, weather permitting. Please dress appropriately; it is often cool in the evening, even at base camp.
- The final devotional time is very important to the overall purpose of Wilderness Trek and to results experienced by your group. **Please do not plan to leave early or to rush this valuable experience in any way.**