

Registration Checklist Ski

Contract:

- Review the contract (check contact information, dates, arrival times, costs, student/staff numbers, and due dates)
- Inform Wilderness Office if there are initial errors.
- Review the policies on the second side of the contract for understanding.
- Sign and return the contract via mail or fax to Wilderness Office.
- If sent by fax please confirm that it arrived.
- Keep a copy for your records. Upon BOEC receipt of a signed contract, an invoice will follow. You may make payments off the contract or the invoice.
- Payment must be made by agency via check or agency credit card. Individual payments toward a group balance are not accepted.

Course dates are not secured until a deposit is received. Deposits are Non-refundable

Paperwork:

Originals may arrive by mail, email or be downloaded off the web www.boec.org Forms are located under 'Programs, then Wilderness Program'-- at the bottom of the page. Wilderness Office will advise on which forms are necessary.

- Make copies of all paperwork for your groups' program and disseminate to all potential participants (students and staff).

Ski/Snowbd rental forms will arrive by mail. Do not make copies of these documents. Rental shops accept originals only!

- Complete Trip Coordinator Questionnaire & Pre Ski Planner, return to Wilderness Office by fax or mail ASAP.
- Collect all participant paperwork.
- Assure that all signatures on Liability Waivers and Rental Forms (both sides) are complete. Students without a signed consent in all necessary areas will not be able to participate in BOEC Programs.
- Return all participant paperwork by **MAIL ONLY, NO FAXES!!**
- Student and staff paperwork is due no later than 1-week prior to course start date!!

Ongoing Coordinator Responsibilities:

- Please inform Wilderness Office of any changes, including student/staff numbers, special needs, arrival times, skiing/snowboarding changes etc.
- A Final Ski Planner is provided to make any final changes and submit to Wilderness Office.
- Make yourself available for course staff to contact for pre-program planning.
- Oversee timeliness of payments (deposit and final balance).

There is no refund for courses cancelled within 2 weeks of arrival. The BOEC understands that the actual number of students may vary slightly from the contracted number of students. We will provide a full refund for up to two no-shows with 48-hours prior notification.

After the program:

- Complete any evaluations and mail in.
- Expect a follow-up phone call.

Personal belongings left at the BOEC can be returned upon receipt of prepayment or credit card.

Contacts:

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