

HORNE LAKE CAVES - PRE-VISIT - GROUP LEADER CHECKLIST

(The areas in yellow are for you to fill in or to be aware of)

FORMS

- I have let the parents know the activity their child will be participating in at Horne Lake Caves.
- I have sent and received back a parental consent/medical for each youth (< 19 years of age).
- I have checked ALL returned Parental Consent/Medical Forms for a valid signature.
- I am bringing the exact number of forms, that I have youth participating. This number is:
- I have given all attending adults (19 years and older) a copy of the adult waiver for pre-reading only. They know they will be asked to sign one, when we arrive on site.



CLOTHING

- I have read and communicated the description of the tour & appropriate clothing to all participants and parents.
- I understand that footwear must have a closed toe/closed heel (no sandals/flip flops).
- Rubber boots are necessary in the spring and fall.
- I have told everyone to dress in warm layers as caves are 8 degrees C and gloves have been suggested.

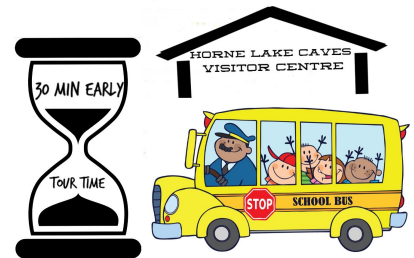


NUMBERS

- I have emailed groups@hornelake.com about numbers (adults & youth) 2 weeks before tour
- I understand the maximum number (adults & youth combined) my group size is capped at: .
- I have provided any amendments to my numbers up to 24 hour before designated arrival time.
- I will be invoiced for the last numbers provided (up to 24 hours prior to arrival). This number is:

TIMING

- I have made transportation arrangements and communicated the "30 minute prior to start time" arrival requirement.
- We will be at the Horne Lake Caves Visitor Centre at: :



SUB GROUPS

- I have split the groups up into the required number of subgroups (maximum of 15 youth/adults combined) per sub group.
- I have 1 supervising adult assigned to each sub group
- We will have: groups & all youth know what group they are in.

LEARNING FUN

- Our minds are open and we are all ready to have fun & and have our minds blown by these natural wonders!

