



Facilitator's Planning Checklist

Email 2-3 Weeks Prior To Hike

**Important note: please complete this form and email it to education@cpaws.org
THE HIKE CANNOT PROCEED UNTIL WE RECEIVE THIS FORM.**

Today's date: _____ Group Name: _____

Phone Number: _____

Name of facilitator: _____

of adults in Group 1: _____ # of children in Group 1: _____ (group max is 34)

of adults in Group 2: _____ # of children in Group 2: _____ (group max is 34)

of adults in Group 3: _____ # of children in Group 3: _____ (group max is 34)

Date of Program: _____ Arrival Time: _____ Departure Time: _____

Location: Bebo Grove parking lot Bebo Grove bus stop # _____
Nose Hill: EDGEMONT parking 14th Street parking bus stop # _____
 Coal Mine Scar Troll Falls Foran Grade Other: _____
 Beauvais Lake Provincial Park Castle Provincial Park Yamnuska

Name & cell number for each facilitator on the day of the hike:

I have...

- ___ list of all participants' emergency contacts to bring on the trip
- ___ garbage bags (work as coats) and plastic bags (work as rain boots)
- ___ a roll of toilet paper
- ___ arranged name tags for all participants
- ___ no more than **34 participants** in each group (15-20 max *recommended*)
- ___ read the required material in the Hiking Package

Please describe any allergies, medical concerns or considerations (e.g. mobility/religious/cultural) for your group.

Participants...

- ___ have signed the CPAWS Southern Alberta waivers provided. All participants must have signed waivers, including facilitators.
- ___ have been told that we will be in a park setting where there are no washroom facilities
- ___ have been asked to bring all of the following:
 - ___ garbage-free lunch
 - ___ jacket & extra sweater
 - ___ hat and mitts
 - ___ sunscreen
 - ___ insect repellent
 - ___ sturdy/flat/close-toed footwear
 - ___ drink (**min. 1.0 L in a reusable container**)

Transportation...

- ___ I have arranged transportation. I know where and when we will meet in the area
- ___ If booking a bus for Kananaskis: Confirm the bus company has a Kananaskis Conservation Pass
- ___ If booking a bus: The bus company knows that the **bus and driver must stay on site OUTSIDE OF CITIES** (no exceptions)