
Program Checklist

Now:

- ✓ Sign and return contract within 2 weeks of receipt via fax or email

Six Weeks Before Program Date:

- ✓ Send Goals Form via email

Three Weeks Before Program Date:

- ✓ Expect a phone call soon from your lead facilitator to go over your needs & goals

One Week Before Program Date:

- ✓ Make sure you have your youth medical & liability forms (if applicable) collected and ready to bring with you on the day of your program. *Participants 17 and under cannot participate in physical activity without consent.* (We have provided you with a group template to assist with collection)
- ✓ Be sure to distribute the "What to Wear" list to participants
- ✓ Sunblock & bug repellent are encouraged
- ✓ Notify The Browne Center if you are in need of food delivery information for lunches (ie: pizza vendors, etc)

Day of Program:

- ✓ Please provide all drivers (including the bus company) with the directions we have provided.
GPS WILL LEAD YOU DOWN A ROUTE WE DO NOT RECOMMEND
- ✓ Double check that you have a completed the two sided medical & liability form for each youth participant attending. (Adults can fill out the 1 page liability form when they arrive)
- ✓ Make sure that each participant has a lunch, snacks, and water bottle
- ✓ Please be sure to bring extra food for families who cannot provide their own.
- ✓ Make sure you have all Personal Prescription / Medicines (epi pens, inhalers...) needed
- ✓ Make sure all participants have raingear and warm layers in case of inclement weather
- ✓ Payment is due on or **before** your program date. ****PLEASE DO NOT BRING PAYMENT TO THE BROWNE CENTER.** It should have been mailed prior to your program day to:

Nicole Runde
University of New Hampshire
Room 213, Hewitt Hall
Durham, NH 03824

- ✓ Arrive ready to have a great experience!!

Please send all email correspondence and forms to: Lesley at Lesley.Arnold@unh.edu