

Preparing For Your Program

Thank you for scheduling a program with The Browne Center. The enclosed information is critical in our efforts to provide you with the best possible experience. Please take the time to read everything. If you have any questions or suggestions...please call so we can better meet the needs of your group.

Forms to Fill Out...

Your scheduled date is guaranteed only after we receive your signed contract. The signed Contract indicates that the information we have about your group is correct and that you understand our policies.

The Goals Form allows us to create a customized program for your time with us.

... and Return

- ✓ The Contract: ASAP (we ask that a signed copy be returned to us within two weeks of receipt to secure your preferred date(s)).
- ✓ Goals Form: 4-6 weeks prior to your program date.
- ✓ Payment: On or before the day of your program (mailed to: Nicole Runde, University of New Hampshire, Room 213 – Hewitt Hall, Durham, NH 03824 (Please do not send payment directly to The Browne Center)

Please copy the attached documents (clothing list and med/liability release) and distribute them to each participant. You must bring the medical/liability forms with you to the program. *Participants 17 and under cannot participate in physical activity without consent.*

Talk About It--Integrate It

As the contact person, you are responsible for sharing your knowledge about the upcoming day with your group. To get the most out of your program:

- 1) Meet together prior to the day to clarify expectations/goals and clear up any apprehensions/misconceptions about the day.
- 2) During the program, stay actively involved and help to tie the learning back to the groups' environment,
- 3) Once you return to the school/group environment relate the learnings from the training to their daily experiences,
- 4) If you need help integrating this experience call us here at The Browne Center.

In Case of Bad Weather

We are outdoors rain or shine. Our schedule is too full to allow for rain dates. In the event of severe and inclement weather, your Lead Facilitator will call the morning of your program day to discuss options. Please contact your program manager for rescheduling if your program is being postponed.

Inside and Out

The seminar building is available for an additional rental fee. Only groups that have previously arranged to rent the building may use the building, regardless of the weather. When available our program yurt is a foul weather space at no charge.

Use of course elements without direct supervision of The Browne Center facilitator is potentially dangerous and therefore strictly prohibited. You are responsible for supervising your groups during non-program times.

How Many People

The number of people you indicate determines the number of facilitators we hire for the day, so changes must be made well in advance. If you arrive with fewer than the contracted number you will still be charged the contracted amount. If you arrive with additional participants without letting us know, we may not be able to accommodate them.

Where to Park

Our parking lot can accommodate approximately 40-45 cars. Busses can park for the duration of the program or drop off the group and pick them up at its conclusion. We encourage carpooling.

Arranging for Meals

When planning the details of your program, please be sure that arrangements have been made for food and beverages for your group. Your program manager can suggest for catering or local restaurant/pizza options if you so choose, or you may want to arrange for food yourself. Groups who have not rented the seminar building typically bring bagged lunches and coolers.

Checklist

The following may be helpful to ensure that you've got everything covered.

To Do:

1. Return the signed contract ASAP to secure your program date.
2. Distribute information to participants (clothing list and med/liability forms)
3. Return Goals Form (electronic is preferred) within 4-6 weeks of your program date.
4. Mail payment to: Nicole Runde, University of New Hampshire, Room 213 – Hewitt Hall, Durham, NH 03824 (Please do not send payment directly to The Browne Center)
5. Collect med/liability forms prior to your program date.

To Bring:

1. Medical/Release Forms
2. Personal Prescription Medicines (epi pens, inhalers...)
3. Lunch / Snacks
4. Raingear
5. Water Bottles
6. Camera

Bus Driver Note:

Please bring directions to The Browne Center for your bus driver(s) to follow. Do not rely on GPS as it will direct you to the wrong entrance. Thank you.