

# BILLING & SCHEDULING FORM

Please fill out and fax to PMOEC @ 518.963.4165 or mail to PO Box 397, Willsboro, NY, 12996 ASAP so that the director can prepare your schedule and invoice.

## CONTACT INFORMATION

Name of group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State or Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Numbers: Business: \_\_\_\_\_ Home: \_\_\_\_\_

Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

## GROUP INFORMATION

Student Age: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Total Number of Students: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Number of Males: \_\_\_\_\_

Number of Females: \_\_\_\_\_

Number of Adults: \_\_\_\_\_

Please check any extra meals you would like (\$5.00 per student per meal).

Breakfast on Arrival Day  Dinner on Departure Day

Please check if you would like a snack after the evening activity or for the bus ride home (\$2.00 per student per night).

Yes  No

Please list your goals for your trip (e.g. Recreation, Teambuilding, Academics, English Immersion, etc.):

## SCHEDULING INFORMATION

Please put a check mark next to the activities you would like your group to do.

| CLASS                | TEAMBUILDING  | NATURAL SCIENCE   | LIVING HISTORY   | HIGH ADVENTURE  |
|----------------------|---|---|--|---|
| EARLY BIRD           |   | <input type="checkbox"/> Nature Walk<br><input type="checkbox"/> Weather  | <input type="checkbox"/> Animal Feeding  | <input type="checkbox"/> Open Boating<br><input type="checkbox"/> Ice Fishing<br><input type="checkbox"/> Sunrise Rattlesnake Mtn Hike  |
| MORNING OR AFTERNOON | <input type="checkbox"/> Teams Course<br><input type="checkbox"/> Low Ropes Course<br><input type="checkbox"/> ASEs | <input type="checkbox"/> Rattlesnake Mtn Hike<br><input type="checkbox"/> Sensory<br><input type="checkbox"/> Winter Ecology<br><input type="checkbox"/> Wildlife Ecology<br><input type="checkbox"/> Pond Ecology<br><input type="checkbox"/> Global Warming | <input type="checkbox"/> Nature Crafts<br><input type="checkbox"/> Time Quest<br><input type="checkbox"/> 1812 Homestead Demonstration | <input type="checkbox"/> Long Pond Canoeing<br><input type="checkbox"/> Kayaking<br><input type="checkbox"/> Sugarloaf Mtn Hike<br><input type="checkbox"/> Poke-O-Moonshine Mtn Hike<br><input type="checkbox"/> Snowshoeing<br><input type="checkbox"/> Cross-Country Skiing<br><input type="checkbox"/> Snowtubing<br><input type="checkbox"/> Survival<br><input type="checkbox"/> Rock Climbing Tower<br><input type="checkbox"/> Mountain Biking<br><input type="checkbox"/> Orienteering<br><input type="checkbox"/> Ice Fishing |
| EVENING              | <input type="checkbox"/> Egg Drop<br><input type="checkbox"/> Skit Night  | <input type="checkbox"/> Astronomy  | <input type="checkbox"/> Nature Crafts<br><input type="checkbox"/> Underground Railroad<br><input type="checkbox"/> Time Quest         | <input type="checkbox"/> Bare Mtn Night Hike<br><input type="checkbox"/> Snowtubing<br><input type="checkbox"/> Campfire  |
| WHOLE DAY            |   |   |  | <input type="checkbox"/> Canoe Trip<br><input type="checkbox"/> Field Rock Climbing<br><input type="checkbox"/> Ice Climbing<br><input type="checkbox"/> Adirondack High Peaks Hike   |
| MULTI-DAY            |   |   |  | <input type="checkbox"/> Camping Overnight<br><input type="checkbox"/> Adirondack Overnight   |