



Expedition Checklist for Schools/Colleges

- ☐ Make initial enquiry to Hampshire Outdoors
- ☐ Have a meeting with the Hampshire Outdoors Expedition Manager to agree dates, locations, package and rough participant numbers
- ☐ Invite (if required) the Hampshire Outdoors Expedition Manager to a parent's information evening
- ☐ Return the Hampshire Outdoors booking form with confirmed numbers at least 12 weeks before the expedition
- ☐ Receive deposit invoice from Hampshire Outdoors for 10% of total Expedition cost
- ☐ Receive the Expedition Information from Hampshire Outdoors
- ☐ Hampshire Outdoors to run a planning session with participants (if part of the agreed package)
- ☐ Return the Hampshire Outdoors Medical and Dietary Information form at least 6 weeks before the expedition
- ☐ Complete the Expedition
- ☐ Receive the remaining balance invoice from Hampshire Outdoors
- ☐ Expedition assessor reports to be completed on edofe no later than 2 weeks after the Expedition has taken place