CRSS Trip Worksheet

This worksheet is provided to assist you in the planning of your CRSS Trip.

### 2 Months Out
- Your non-refundable deposit is due! This deposit can be received anytime after your initial booking but must be received by 2 months prior your scheduled event.
- The deposit is essential for securing your dates and removing you from your tentative status.

\[
\text{Total number of participants } \times 5 = \text{ } \text{.}
\]
Please make checks payable to the Alabama 4-H Center.

### 6 Weeks Out
- Estimated number of participants are due.
  - These estimated numbers will help us assign staff and plan your program schedule.
  - Student Estimate: _______  Adult Estimate: _______  # of Field Groups (12-15 per group): _______
- Program Selection
  - 3-day CRSS: Please select 6 day programs and 4 evening programs (2 CRSS staff-led and 2 teacher-led programs).
  - 2-day CRSS: Please select 3 day programs and 2 evening programs (1 CRSS staff-led and 1 teacher-led programs).
  - 1-day CRSS: Please select 3—4 day programs.  Half-day CRSS: Please select 2 programs.

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<thead>
<tr>
<th>Day Programs</th>
<th>Evening Programs</th>
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<td>6.</td>
<td><strong>NOTE: Alabama’s Living History Class (formerly the Pioneer Village) counts as TWO program options.</strong></td>
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### 2 Weeks Out
- It is mandatory that we have the following forms 2 weeks prior to your CRSS trip.
  - Rooming Assignment Sheet (All beds in a room must be filled before we can justify opening another room)
  - Field Group List
  - Finalized Counts: Male Students: ______ Female Students: ______ Male Adults: ______ Female Adults: ______
  - WHO WILL BE TAKING MEDICAL RESPONSIBILITY FOR THE GROUP WHILE AT CAMP? ______

The following information is needed 2 weeks out:
- Total number to be insured: ______
- Do you need worms for fishing? Y____ N____
  - How many containers ($5 per container, approximately 20 worms per container)? _____
- Do you need marshmallows? Y____ N____
  - How many bags ($3 per bag, approximately 60 marshmallows per bag)? _____
- Are there any special dietary requirements? Y____ N____

If we do not receive indication of dietary needs 2 weeks out we can not guarantee that we will have an alternative menu for individuals that require it. Please fax explanation of dietary requirements to (205) 669-1364 or email them to src0008@auburn.edu.

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**Making the Best Better!**

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