

## TIMELINE FOR A SUCCESSFUL TRIP

Planning a Visit: [cortland.edu/rl-visit](https://cortland.edu/rl-visit)

Coordinator Policies and Forms: [cortland.edu/rl-forms](https://cortland.edu/rl-forms)

### Within three weeks of receiving registration materials:

- Complete and submit online registration form
  - Declaration of Attendance Change updated online when you have any changes
    - [Declaration of Attendance Change Form](#)
  - Begin the process of obtaining a Certificate of Liability Insurance. The certificate of liability insurance policy will need to list SUNY Cortland as additional insured covering property damage, personal injury, or death arising out of the use of SUNY Cortland facilities in the description box. General liability insurance coverage requirement is a minimum of two million dollars each occurrence and two million dollars in the aggregate. The address to be used is SUNY Cortland, PO Box 2000, Cortland NY 13045. (Non-SUNY Cortland groups only)
- Make sure all participants, staff and volunteers are aware of SUNY Cortland and Parks Family Outdoor Center policies. They are documented on the [Planning a Visit](#) page on our website.
- Adequate adult supervision and planning is required for **all** activities taking place on the Parks Family Outdoor Center trail system or away from camp

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### 60-22 days Before your trip:

- Cancellations received between 60-22 days prior to your arrival date will be subject to a 20% cancellation fee.

### 30 Days Before Your Trip:

- [Declaration of Attendance Change](#) form
  - Within 21 days, you are responsible for 90% of the estimated charge based on the numbers of participants. Cancellation during this period will result in paying the same amount.
- Dietary needs
  - All dietary needs should be specifically communicated as well as the person's name requesting the dietary need
- Program itinerary completed and forwarded to the Center (ropes course, boating, free time, pack lunches, AV needs)
  - Your group may not be the only one using our facilities. Understanding your group needs will allow us to accommodate the multiple needs.
- If using any part of the challenge course, secure a qualified Lead Facilitator through us and adequate trained staff to operate. A participant informed consent/release form for the challenge course must be signed for each person, including parental permission for minors.
- Forward the Certificate of Liability Insurance to the Parks Family Outdoor Center via email or postal mail. (Non-SUN Cortland groups only)
- All SUNY Cortland properties are tobacco-free. Make sure all participants are aware of this policy, and call the Parks Family Outdoor Center office for suggestions on compliance if you have smokers in your group.

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### 21 Days Before Your Trip:

- Confirm travel plans with Antlers/Camp Huntington staff
  - Bus, private cars or vans
    - If traveling in private cars, collect vehicle information and drivers' phone numbers
    - Estimated arrival time (notify en route if going to be late)
      - Antlers: 315-354-4631
      - Camp Huntington: 315-354-4784
- Communicate anticipated final head count 21 days out; update by phone later if further changes are anticipated; indicate whether attendance changes affect the original dietary needs list
  - [Declaration of Attendance Change form](#)
- Identify your medical coordinator to camp director
  - Make provisions for handling first aid, dispensing medication to minors, and responding to emergencies
  - An up-to-date and complete first aid kit is each group's responsibility.
  - Familiarize yourself with our *Emergency Action Plan*
    - [Antlers](#)
    - [Camp Huntington](#)
  - A private car or should be available in case of a need to transport a sick or injured participant
- Collect any health and release forms from all participants required by your organization and bring them along with you. Separate any SUNY Cortland related releases to be given to us upon arrival. Antlers minor participants need a waiver signed by their parents or guardian to swim.
  - Challenge Course [Participant Informed Consent/Release form](#)
  - [Swim Release](#) for Antlers
- Aquatic activities involving groups must be supervised by qualified staff. This includes proper instruction and familiarization with all Parks Family Outdoor Center policies. See Group Boating Policies. In lieu of this requirement, parents must take full responsibility for their own children at all times.