

# 3 EASY STEPS TO A SUCCESSFUL OUTWARD BOUND® EXPERIENCE

At this stage in our partnership we will have discussed the most suitable programme for your group, including your learning aims, chosen your preferred dates and venue and you've also most likely received our proposal – you are now ready to confirm your booking. Here is a quick check list to help make this as easy as 1, 2, 3!

## ESSENTIAL STEPS

### 1. Financial assistance

If your group is eligible for bursary support, which you will have discussed with your Education Executive, please complete a Bursary Application Form (BAF) – full information available online here. In the meantime, The Trust's fundraising team will be sourcing the funds to support your group through their Outward Bound experience.

### 2. T&Cs, contract, deposit

The Trust will email you your contract – please carefully review the T&Cs and return the signed contract with the deposit to Customer Services (01931 740000 / enquiries@outwardbound.org.uk).

### 3. Participant information forms

It's hugely important that you complete these forms and return them to your centre at least 4 weeks before your course start date.

**Attend course and rebook!** Please complete the feedback form before you leave the centre – your feedback is of real value to us. We'd also love you to spread the word to your friends and colleagues who might themselves benefit from an Outward Bound experience.

## ADDITIONAL USEFUL INFO AND TIPS

### Teachers' resource site

A great online resource with fundraising tips, press release templates, letters for parents and more.

### Pre and post course work

Available on our teachers' resource site – plenty of activities that help reinforce the learning.

### Learning Aims selector

You will have agreed the learning aims for your course during your programme discussions with your Education Executive. If not, then you may want to familiarise yourself with these before your course, which you can do online.

### Risk assessments

All documentation available on our website.

### FAQs

Visit our FAQs section for any queries that may not have been covered in this check list.

### Grouping my students

It's advisable for you to group your students according to activity and dorm accommodation and pass this on to the centre – this will ensure your participants are grouped exactly how you need them to be.

### Feedback

Please remember to give us your post course feedback – we value hearing about your and your group's experience.

