397 Brule Mountain Road, Iron River, MI 49935
1-800-DO-BRULE info@skibrule.com

SNOW HOW Arrival Checklist

	Complete the Group Participant Checklist during travel to Ski Brule. It is best to provide each vehicle with this checklist so that upon arrival, you have an accurate accounting of every participant.
	Designate a chaperone to distribute lunch coupons. These coupons will be issued to the group coordinator at check in.
	Tell participants while traveling to Ski Brule, where/when / from whom they will receive their lunch coupons.
	Please have the bus drivers park in the RENTAL CENTER parking lot.
	Just prior to arrival, pass out the Progress Cards & Rental Forms to participants. Ask the participants to look at the forms and verify that the required information is complete and parental signatures are complete as well. This affords the opportunity to complete missing information prior to going through the rental process and will expedite your check in.
	Do not recollect the forms. The participants are to keep the Progress Card and Rental form with them while they start the rental process.
	Upon arrival, the Group Coordinator is to go to the Rental Center to check the group in and the participants are to remain on the bus until dismissed by the Ski Brule staff person that addresses the bus group about their day at Ski Brule.
	Required Check In Forms: 1.) Group Participant Checklists 2.) Coordinator Information 3.) Payment for the entire group (Visa, MasterCard, Check, Cash 4.) Chaperone Contact Information 5.) Two Way Radio if available
	Participants will enter the Rental Center at the north entrance and proceed through the registers where forms will be double checked for parental signatures & required information. Ski Brule staff will then authorize the forms. Even those that are not renting still have to go through this process with Progress Cards.
	Helmets are included with the Snow How fee.
	Poles are not included with the Snow How fee. Can be purchased at the register individually or by the Group Coordinator for an additional $5.00 per person.
	Ski Brule requests that several chaperones remain on the teaching hill with the students until all have completed the lessons. As participants complete the lesson, chaperones are encouraged to leave the teaching hill so that they are on the slopes with the participants. Please do not leave the teaching hill without at least one chaperone present while lessons are in progress.