



School & Group Program Booking Information

Thank you for your interest in our school and group programs! We're excited to work with you to create a fun, educational, and seamless experience for your students.

Step 1: Review Schools & Groups Webpage

Please thoroughly review all the details found here:

<https://www.westernadventures.ca/school-group-outdoor-programs.htm>

Step 2: Tell Us About Your Group

Please provide the following details by emailing us using the school groups contact form www.westernadventures.ca/contact.htm and select groups as the subject:

- Your budget
- Group overview: What is your group about? What are your goals and what are you hoping to get out of this program?
- How you heard about us
- Number of participants: Students/youth and adults
- Preferred date(s)
- Preferred location or how far you're willing to travel
- Preferred hours of the program
- Single or multi-day program: How many days?
- Desired activities
- Do you require transportation?
- Any other relevant details

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www.westeradventures.ca/contact.htm

(250) 888-1622



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Step 3: The Booking Process

Once we've reviewed your group info and confirmed availability, here's how the process works:

1. **Program Planning** - We work with you to finalize dates, timing, and program options.
2. **Quote & Agreement** - We send you a quote, program itinerary, and a contract to review.
3. **Contract Signing** - Upon your approval, we provide an online form to sign the agreement.
4. **Payment** - A deposit is due as outlined in the contract (typically within 1 week of signing). The final payment is due at least two weeks before the program start date.
5. **Program Details Package** - Once we receive the signed contract and deposit, we'll send a detailed program schedule and a Program Description for parents (includes packing list, liability info, waivers, etc.)
6. **Participant Information & Forms**
 - a. You'll provide a list of all attending students/youth and adults.
 - b. We'll upload the list to a shared cloud document so you can track form completion in real time.
 - c. All paperwork is to be completed online:
 - i. Informed consent form: completed by a guardian for each youth
 - ii. Waiver: completed by each adult participant

Note: It is the school's responsibility to ensure paperwork is completed on time. Additional fees may apply for frequent follow-up by our team.



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Step 5: Final Booking Details Needed

Before we can send your official booking documents, please provide:

- Name, billing address (including postal code), and phone number of the individual or organization making the booking
- If booking on behalf of an organization, include the contact person's name and email
- Full name and email of the person who will sign the agreement
- On-site contact name and cell phone number (for use during the program day)
- Preferred payment method:
 - Interac e-Transfer – no service fees
 - Credit Card – 2.4% service fee (we do not accept AmEx)
 - EFT – available for larger or repeat clients (e.g., school districts)

After receiving all this information, we will email you the invoice, itinerary, agreement, invoice, and instructions for signing and payment.

We're Excited to Work With You!

If you have any questions along the way, don't hesitate to reach out. We're here to support you and your students in making this a smooth and enriching experience.