YOUR JOURNEY
TO OUTWARD BOUND

THE OUTWARD BOUND TRUST

BEFORE COURSE → **START OF COURSE** → **AFTER COURSE** →

MAKE BOOKING	6 MONTHS BEFORE	6 MONTHS - 12 WEEKS BEFORE	12 WEEKS BEFORE	6 WEEKS BEFORE	1-2 WEEKS AFTER
CONTRACT	REGISTRATION PROCESS	RECRUIT YOUR STUDENTS	INVOICING	PRE-COURSE CHECK IN	POST-COURSE CHECK IN

THE OUTWARD BOUND TRUST

See what happens at each stage overleaf ▶

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CONTRACT

We'll send your contract to you by email.

Use the online click-to-sign process to authorise this within 28 days. Let us know your PO number if this is needed for invoicing.

REGISTRATION PROCESS

Our centre admin team will email everything you need to register your young people on your course. This will include information on what to bring, what to expect and directions to your Outward Bound centre.

Most importantly this includes a link to our online Participant Information Form. You need to send this to families/guardians to complete. It asks for their young person's personal, medical and dietary information.

Our guide is here: **outwardbound.org.uk/ PIFguide**

RECRUIT YOUR STUDENTS

Now you've got your Participant Information Form, it's time to firm up the recruitment of your students.

Our checklist for a great residential has some links to resources that will help you excite and inspire young people to attend.

Our checklist is here: **outwardbound.org.uk /checklist**

INVOICING

Your final invoice will be sent to you. Please pay this in full 8 weeks before your course starts.

PRE-COURSE CHECK IN

Working with your Account Manager you'll:

- Finalise group and visiting staff numbers
- Confirm course aims and outcomes
- Agree any core values / language to be used throughout your course
- Chat about your young people
- Discuss any pre-course preparation you're doing

YOUR COURSE

Your Course Director will look after you while you're at our centre. They'll put your plans and aims into action and will respond to any changes during your course. They will also gather feedback from staff and pupils and if appropriate recommend young people to attend one of our Summer Adventures.

POST-COURSE CHECK IN

Your Account Manager will be in touch to discuss your course, share feedback, and (if you've not already guaranteed your future dates) book your course for next year!