

RECEIVED SEP 19 2014

Westminster Woods Camp and Conference Center

6510 Bohemian Highway, Occidental, CA, USA, 95465

Phone: (707) 874-2426



INVOICE

June 16, 2014

Mt. Diablo Unified School District
Dr. Franklin
1936 Carlotta Drive
Concord CA 94519
USA

Charges

Sequoia School (Pleasant Hill) SP '15: 6/1/2015 to 6/4/2015

Date	Description	Amount
06-16-14	Student, 3 Nights/ 9 Meals (90 @ \$275.00)	\$24,750.00
06-16-14	Adult, 3 Nights/ 9 Meals (12 @ \$200.00)	\$2,400.00
06-16-14	Teacher, 3 Nights/ 9 Meals (4 @ \$0.00)	\$0.00
		\$27,150.00

Payments

Total Charges:	\$27,150.00
Payments:	\$0.00
Postdated Payments:	\$0.00
Amount Due:	\$27,150.00

TERMS:

A deposit in the amount of **\$5,430.00** is due by **10/15/2014** to hold your reservations.

Remaining balance after deposit is paid is payable upon arrival and is considered past due if not paid prior to departure from Camp unless prior arrangements have been made with the Camp Business Manager.



Teacher / Coordinator Trip Checklist

Thank you for choosing Westminster Woods as the site for your Environmental Education (EE) program. This checklist along with the forms on our website <http://www.westminsterwoods.org/teacher-info/> is designed to help as you organize your event. Please designate one main coordinator for your trip and let us know who that is.

Kim Becker is the main contact for the Environmental Education Department. She is available at 707-874-2426 x623
kim@westminsterwoods.org

The mailing address of Westminster Woods is 6510 Bohemian Highway, Occidental, CA 95405

Please include your school name on all correspondence and in the subject line of all emails.

AS SOON AS POSSIBLE

- Return signed contract to Westminster Woods EE department and make arrangements for payment of deposit.
- Send in deposit to Westminster Woods. Your invoice will have the exact due date.
- Arrange transportation. Arrival time is typically between 10-11am on the first day and departure time is 1pm on the last day. Notify EE Department if you need to arrange a different time.
- Arrange to have a certificate of insurance sent to Westminster Woods listing Westminster Woods as an additional insured for the time of your trip.
- Send completed pre-trip questionnaire to kim@westminsterwoods.org

2 MONTHS PRIOR TO YOUR TRIP

- Call the EE Department to update your number of students, chaperones and teachers to assure adequate housing.
- Receive cabin and trail worksheets via email from EE Department. *(These are sent once you contact us with your updated numbers.)*
- Notify EE Department of any students/chaperones with special needs that require special accommodations (wheelchair, limited mobility, etc.)

1 MONTH PRIOR TO YOUR TRIP

- Collect all Westminster Woods Medical forms from students and chaperones. Verify that they are complete with signatures.
- Make arrangements for final payment.
- Confirm final itinerary with EE Department. This will be sent via email.
- Confirm pool reservation if applicable. Pool use is by reservation only and must be booked 1 month in advance. (The pool is available April 1 – Oct 31) Additional charges apply.

2 WEEKS PRIOR TO TRIP

- Return completed cabin and trail lists via email to kim@westminsterwoods.org Please do not send hand written lists as these hard to read.
- Remind students to leave electronics at home: iPhones, iPods, kindles, games, mp3's, etc.

DAY OF ARRIVAL

- Stop by Kim's office to finalize numbers and make final payment .



8/22/2014

Greetings,

Now that school is in full swing, I just wanted to touch base with you regarding your upcoming trip to the Woods! Please look over the enclosed invoice for appropriate dates and numbers. Please notify me immediately if your numbers are different from the invoice or if there are any other changes. My email is listed below for your convenience.

I have also enclosed a checklist to help you with planning your trip. I have checked items that I currently have already for your trip. If a contract is enclosed that indicates that we do not currently have a signed contract on file for your trip. Please sign and date both sides of the contract and send back to my attention as soon as possible to hold your reservation.

The teacher packet along with information for your chaperones can be found on our website at <http://www.westminsterwoods.org/teacher-info/>. If you have any questions please feel free to give me a call or send an email. My information is listed below.

Sincerely,

Kim Becker

Kim@westminsterwoods.org

EE Logistical Coordinator

707-874-2426 ext 623

<http://www.westminsterwoods.org/environmental-education/>