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|   | McCall Outdoor Science School1800 University LanePO Box 1025McCall, ID 83638(888) 634.3918 office(208) 634.5244 faxwww.uidaho.edu/moss |

**TASK TIMELINE**

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| MOSS Website: <http://www.uidaho.edu/cnr/mccall-outdoor-science-school/programs-and-services/k-12/school-residential-programs>

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| --- | --- |
| **14-9 months** | * Receive confirmation letter
* Pay the deposit within 14 days
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| **6-3 months** | * Receive the paperwork email
* Check out your school folder – shared in paperwork email
* Complete the Pre-Program Questionnaire (PPQ) - in your school folder
* Read about our Education Philosophy - in your school folder
* Read the Curriculum Overview – in your school folder
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| **4-1 months** | * Enroll students, chaperones & teachers =

<https://moss.uidaho.edu>Password: *learning* Program Type: *School Residential** Background check teachers & chaperones
* Share *chaperone tips* – found on the website
* Share *teacher tips* – found on the website
* Share the *What to Bring* info – found on the website
 |
| **7-4 weeks** | * Add field group and sleeping group information to your logistics sheet – in your school folder
* Complete the School Agreement Form – in your school folder
* Connect with Food Systems & Sustainability Manager, Megan, mfaulkner@uidaho.edu, about food allergies (including severity), preferences & intolerances.
* Check out [Adventure Learning](https://moss.uidaho.edu/adventure/) and share the link with students and parents
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| **3-2 weeks** | * MOSS will cross reference enrollment to logistics & ask follow-up questions
* Coordinate pre-arrival phone call with your Program Coordinator (Beth or Leslie)
* Fill in the PPQ gaps
* Remind participants of the teacher/chaperone tips and the what to bring list
* Share the MOSS Store info – in your school folder
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| **0 days** | * 1p arrival @ MOSS!
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| **4 or 5 days** | * 10a departure from MOSS
 |
| **14 days**  | * Payment in full is due
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