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|  | McCall Outdoor Science School  1800 University Lane  PO Box 1025  McCall, ID 83638  (888) 634.3918 office  (208) 634.5244 fax  www.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>   |  |  | | --- | --- | | **14-9 months** | * Receive confirmation letter * Pay the deposit within 14 days | | **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 | | **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](mailto: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 | | **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 | | **0 days** | * 1p arrival @ MOSS! | | **4 or 5 days** | * 10a departure from MOSS | | **14 days** | * Payment in full is due | |