

Challenger Learning Center Checklist

Before your trip

- Review the activities, number of students, time, and cost
- Check your school calendar for at least two available dates
- Email the request form to Challenger@richlandone.org
- Reserve lunch space at CLC (Challenger Learning Center), if needed

Scheduling your trip

- Review of the confirmation from CLC
- Sign the confirmation and email it to Challenger@richlandone.org
- Submit the \$50 deposit or PO# to CLC (if not Richland One school)
- Reserve the appropriate designated room/area for the activity if Challenger is coming to your school
- Reserve transportation for the students
 - Richland One School Activity/Field Request Template available at <https://challengersc.org/field-trip-request-template/>
- Receive permission slips from students
- Reserve bag lunches with your school's student nutrition department, if needed

Day of your trip

- Notify CLC with the number of students & expected arrival time (803) 929-3951
- Place students into two groups (if more than 25 students)
- Collect all chaperone funds to pay upon arrival

Rescheduling your trip

- Email CLC within 48hrs of your original date
- Receive updated confirmation
- Sign and return confirmation to Challenger@richlandone.org