

## **Priority List:** ***Things to Do Now!***

Dear Participating Teacher/Group Leader:

Here is a list of things you need to begin doing, in order of priority.

- Read all of the enclosed materials. If you have any questions, call Bill Hunt at 541-850-8218 (office,) or 541-660-4222 (cell.)  
Email: kossreservations@gmail.com
- **Return Program Contract and Scholarship Request** form ASAP
- **Solicit responsible adult chaperones** that you know and trust to be around your students. Screening chaperones is the responsibility of the participating group leader or school. You will need a minimum of 2 men and 2 women, one of which is you! Give them the chaperone packet and emphasize the importance of reading and understanding all rules and policies. Be sure all chaperones complete and return to you their own medical form.
- As soon as possible, make copies of the **student/parent packet** and give one to each of your students. Be sure your students understand the information in their packets. Then send the packets home to parents. Each parent will need to complete their child's KOSS permission/medical form for their child and return it to you. You may have your own permission slip for parents to sign.
- **Return** your **Curriculum Electives Selection Sheet** to KOSS at least **three weeks prior** to your first day of camp or let us know by phone. Any requests can be made by phone or email.
- **Return** your **Participant List** to KOSS at least **two weeks prior** to your first day of camp.
- Bring with you to KOSS all completed and signed **KOSS permission/medical forms** for each participating student and adult.