

# Project WILD Workshop Logistics

## How To Book Your Travel

To arrange for travel to workshops, you must make all travel arrangements through Brenda Duty. She will make the actual reservation and payment to the airlines. Brenda will need the following information;

1. Your name
2. Complete mailing address to send ticket to (if one will be sent)
3. Flight service name and phone number
4. Departure date and time
5. Return date and time
6. Connection information for both flights
7. Window/aisle preference

Because many tickets are non-refundable, please be sure that you have 12+ participants for the workshop before requesting travel arrangements.

## How to Arrange For Food And Lodging:

Please ask school districts to pick up the tab for food and lodging. Your basic stipend will have to cover food and lodging if the school districts don't pick up the tab. If you stay at a workshop site longer than 2 nights for due to weather or workshop demands, please add the cost of extra food and lodging to your invoice. Send extra food and lodging receipts to Brenda, but please don't itemize food and lodging on your invoice--just lump it together under "professional services."

Our total payments to each facilitator in a fiscal year (July 1-June 30) must be less than \$2,500. This does not include the cost of travel. Lodging, even when provided by districts, may only consist of gym mats at the school. Small villages will probably not have commercial lodging, and some commercial lodging may not be as desirable as sleeping at the village school.

Food provisions vary. For small villages (< 500 people), we recommend that you take food with you. There's a good chance that you'll be invited to people's homes for major meals, though you can't count on it.

## Project WILD Activity Guides...

... weigh a ton! Sometimes, it is possible to store activity guides at the workshop location, if you have a reliable contact person who will not give them out early. If so, you can arrange to have guides sent to the workshop site, saving your back and additional mailing costs. At least three weeks before your workshop contact Brenda with;

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|-----------------------------------|---|
| 1. Contact name                   | 4. Number of Aquatic guides                                       |
| 2. Mailing Address                | 5. Additional requests for information and handouts to be sent to |
| 3. Number of K-12 activity guides | workshop location   |

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**A reminder: PW Activity guides are provided free to workshop participants only. They are not available for sale.**

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