

# GEORGIA

FORTSON 4-H CENTER  
ATLANTA'S OUTDOOR CLASSROOM | FORTSON4H.ORG

## Teacher Checklist & Quick Links

### **Make a Reservation Request:**

[Fortson 4-H Center Environmental Education Programs Reservation Form | Cognito Forms](#)

### **Book a Phone Call/Virtual Meeting with EE Coordinator:**

<https://calendly.com/jordanparker-uga/interested-in-making-an-ee-reservation-learn-more>

### **Download Trip & informational Forms:**

<https://georgia4h.org/4-h-centers/fortson-4-h-center/environmental-education/trip-planner/>

### **Submit EE Class Request Form:**

<https://www.cognitoforms.com/Fortson4HCenterEnvironmentalEducationProgram/Fortson4HCenterEnvironmentalEducationClassSelectionForm>

### **Meet the Fortson 4-H Center Staff**

*Unsure who to contact for help? Email [fortson@uga.edu](mailto:fortson@uga.edu) to be directed or call our Main Office at (770) 946-3276*

Center Director	EE Program Coordinator	Dining Hall Manager	Administrative Assistant
Mary Melson	Jordan Parker	Mike Murphy	Lalita Ramcharan
<a href="mailto:mary.melson@uga.edu">mary.melson@uga.edu</a>	<a href="mailto:jordanparker@uga.edu">jordanparker@uga.edu</a>	<a href="mailto:michael.murphy1@uga.edu">michael.murphy1@uga.edu</a>	<a href="mailto:Lalita.Ramcharan@uga.edu">Lalita.Ramcharan@uga.edu</a>
Contact for: - Contract/policies questions - Certificate of Liability questions - Requesting contract amendments	Contact for: - Booking reservations - Rescheduling dates - Selecting classes - Dorm assignments/requests - Sending/receiving contracts	Contact for: - Dietary/allergens concerns - Dietary accommodations - Meal/Menu questions & requests	Contact for: - Invoices - Billing - Credit Card Payments - Receipts - Lost & Found Items

[georgia4h.org](http://georgia4h.org)

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	<ul style="list-style-type: none"> <li>- Learning group assignments</li> <li>- Any trip planning questions</li> </ul>		
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**Timeline Checklist for Overnight Environmental Education Programs**

**WITHIN 2 WEEKS of receiving contract packet:**

**Contract & Policies**

- Read through Fortson 4-H & UGA Contract and Policies
- Optional: Notify [jordanparker@uga.edu](mailto:jordanparker@uga.edu) if you need to add Zip Line, Climbing Wall, Fish Dissection, and/or Grasshopper Dissection costs (per student) to your contract
- Email [jordanparker@uga.edu](mailto:jordanparker@uga.edu) if you require to provide a trip "estimate invoice" with contract for approvals
- Mail / email signed contract

**Deposit**

- Ensure Fortson 4-H Center is in your school systems vendor system, if necessary
- Email [jordanparker@uga.edu](mailto:jordanparker@uga.edu) if you need an invoice for deposit and/or to check deposit status (if covered by previous year trip)
- Pay \$300.00 deposit or \$\_\_\_\_\_ from remaining overpayment from previous years trip **\*\*credit card: pay over phone at (770) 946-3276 \*\*check: mail a check payable to: Fortson 4-H Center (UGA)**
- Receive receipt for trip deposit

**Insurance**

- Review Insurance section of the policies for Option 1, Option 2, and Option 3 (*page 3-5 of packet*)
- Select insurance option pursuing and/or approved for
- Request COI (Certificate of Liability Insurance) with school system /or other means of insurance proof (as determined per option selected)

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- Ensure COI lists "Fortson 4-H Center, 999 Fortson Road, Hampton, GA 30228" as the certificate holder
- Provide COI form (or other "proof") and notify option selection of insurance to Center Director, Mary Melson at [mary.melson@uga.edu](mailto:mary.melson@uga.edu)
- Receive notification of "approval" and receipt of insurance selection from Fortson 4-H Center

### **Other Important Suggestions**

- Secure transportation and/or drivers to AND from Fortson 4-H Center (school buses, charter buses, vans, parent cars)
- Email [jordanparker@uga.edu](mailto:jordanparker@uga.edu) ASAP your requests for classes that require additional costs

### **WITHIN 4 WEEKS of receiving contract packet:**

#### **Adult Leaders**

- Ensure your reservation estimated attendance factors for 10:1 student to adult ratios
- Encourage an administrator to join the trip - it benefits everyone!

#### **Students**

- Send out an interests survey / permission slips ASAP (with nonrefundable deposit AND payment plan strongly suggested)
- Advertise at school to get your students and get them excited! Especially the upcoming grade before summer break!

### **8 WEEKS prior to field study or beforehand:**

#### **Transportation**

- Confirm with EE Coordinator your arrival time / departure time to and from Fortson 4-H Center
- Confirm with transportation drivers your departure dates/ times from school and Fortson 4-H Center

#### **EE Classes**

[georgia4h.org](http://georgia4h.org)

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- Meet with your lead/team teachers to decide classes
- Submit EE Class Request
- Request and correspond with Fortson 4-H personnel for any accommodation services and/or language access services

### **EE Coordinator Communications**

- Reminder, we are here to support you! As needed, arrange a meeting or phone call with the EE Coordinator to check-in and/or for questions
- Email current attendance numbers

### **Canteen (Gift Shop)**

- Submit Group T-shirt Order Form (optional - if purchasing t-shirts in bulk)

### **5 WEEKS prior to field study or beforehand:**

#### **Meals at Fortson Dining Hall**

- Collect INDIVIDUAL dietary preferences / dietary restrictions from adults and students
- Begin combining individuals into a master document/Dietary Restrictions Form for submitting to Dining Commons Manager
- Corresponded with Dining Commons Manager for specific dietary concerns

#### **EE Coordinator Communication**

- Reminder, we are here to support you! As needed, arrange a meeting or phone call with the EE Coordinator to check-in and/or for questions
- Email current attendance numbers

### **3 WEEKS prior to field study or beforehand:**

#### **EE Coordinator Communication**

- Reminder, we are here to support you! As needed, arrange a meeting or phone call with the EE Coordinator to check-in and/or for questions
- Email current attendance numbers

#### **Meals at Fortson Dining Hall**

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- Finalize & Submit lists of allergies and dietary restrictions

### Transportation

- Finalize transportation itinerary (break locations, arrival day, departure day. Etc.)
- Finalize vehicle and driver for emergency vehicle

### Students & Adults

- Put together reminder informational packets for students (packing list, shoe rules, etc.)
- Make sure Adult Leaders also receive informational packets like the students

### 2 WEEKS prior to field study or beforehand:

#### Meals at Fortson Dining Hall

- Notify Dining Commons Manager ASAP of any updated allergies and dietary restrictions (if needed)

#### Funds

- Receive current invoice for EE program
- Prepare a final check for field study. *Payable to:* [Fortson 4-H Center](#) or arrange final payment via credit card on arrival
- Prepare a final check for t-shirts (if ordered) *Payable to:* [Georgia 4-H Club Foundation](#)

#### Teacher Trip Planning Team

- Finalize transportation rosters & bus assignments
- Finalize dorm assignments (use dorms assigned by Program Coordinator)
- Finalized learning groups (assigned by Program Coordinator)
- Double check learning groups have 10:1 student to adult ratio
- Finalize medication rosters, logs, and permission forms
- Finalize plans and supplies needed for school led evening

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### 1 Week prior to field study:

#### **Meals at Fortson Dining Hall**

Notify Dining Commons Manager ASAP of any updated allergies and dietary restrictions (if needed)

#### **Participant Number Confirmation Form**

Submit FINAL Participant Number Confirmation Form (determines final invoice 7 days prior)

Review rules & expectations with students and adults

Have final payment ready for arrival. \* Checks make *Payable to:* Fortson 4-H Center or arrange final payment via credit card on arrival

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