



SU Outdoor Education / Adventure Trips GROUP RESERVATION PROCESS



SU Recreation Services Outdoor Education Program offers a variety of Adventure Trips throughout both the fall and spring semesters. For a full list of Adventure Trips and other program offerings, as well as the group reservation request form, please visit: <http://outdoored.syr.edu>

Group Reservation Process:

1. Contact your group and discuss the trip date you would like to attend, associated costs, etc.
2. Complete a Group Reservation Request Form (*form can be found here: <http://outdoored.syr.edu>*)
3. If there is availability, you will be sent the following:
 - E-Mail confirmation of your groups reserved trip date and details
 - Group Reservation Participant Roster (*all participants must have a valid SU/ESF ID Card*)
 - All associated “Waiver Forms” necessary to attend the trip you have requested
 - i. All participants must complete all associated “Waiver Forms” in order to attend.
 - ii. Sometimes we have multiple waivers that need to be completed by each individual.
 - iii. Minors (*anyone under 18*) must have their form signed by a parent/guardian. If this person lives out of town, the form should be faxed or scanned and e-mailed to them in order to expedite the process. Some trips require a separate waiver for minors. Please be sure to let us know if you have minors in your group.
4. Collect all participant waivers and verify participant roster information.
5. Deliver all waivers, completed participant roster and ID for payment to:
Scott Catucci, Department of Recreation Services, Room 241 Archbold Gym

All waivers, complete participant roster and ID for payment must be received in our office at least 5 business days in advance of the reserved trip date.

If you reserve spaces, you should plan on filling those spaces. Your group will be charged for the full number of spaces reserved unless you contact Scott Catucci at sacatucc@syr.edu at least 10 business days in advance of the trip date to request a change of participant numbers or to cancel a group reservation.

- Group cancellations or participant number changes made less than 10 business days in advance of the trip date will be charged \$5.00 per participant.
- Participants within your group will not be charged in the event of an excused medical condition w/ documentation.

SU Outdoor Education Contact Information:

Scott Catucci

Phone: 315-443-0290

E-Mail: sacatucc@syr.edu

Office: 241 Archbold Gym

Fax: 315-443-3244