

## **Island Fork Staff Ride Preparation Checklist**

- ✓ Acceptance letter with days expectations, timeframes, directions sent to coordinator then to participants
- ✓ Preliminary learning material sent to coordinator and participants
- ✓ Facilitators guide for Ice Breaker and Integration Phases
- ✓ Facilitators field guides with correct timeframes edited and printed
- ✓ Participant guides with correct timeframes edited and printed
- ✓ Mindfulness Organizing Scale printed
- ✓ Power point print out with facilitators notes
- ✓ Maps printed
- ✓ Send out emails to facilitators, Danny Blevins and participants as necessary