

William P. Ridley 4-H Center
Environmental Education Program
Reservation Check List

Welcome to an exciting adventure in environmental education. To confirm and organize your stay at the Ridley 4-H Center, follow the easy steps listed below:

- _____ 1. Contact: Ridley 4-H Center
931-388-4011
- _____ 2. Receive: A confirmation packet will be mailed to you.
- _____ 3. Return: **Important**—When you receive the confirmation packet and a date has been scheduled with the 4-H Center, you must **return the Schedule Confirmation Form** along with a non-refundable deposit of \$100.00 and a copy of the Government Certificate of Tax Exemption for your school system.
- _____ 4. Respond: In order to plan and prepare for your visit, please notify the 4-H Center how many participants you will have seven days prior to your arrival.
- _____ 5. Bring: **Please bring the following forms completed with you on the day of your scheduled visit:**
- 4-H Center Field Trip Permission Form
 - Group Assignment Form
 - Adult Assignment Form
 - Cabin Assignment Form (overnight only)
 - Adult Participation Liability Agreement Form
- The 4-H Center will keep all completed forms.
- _____ 6. Payment: **Do not bring payment on the day of your visit.** You will receive an invoice after your visit. The \$100.00 non-refundable deposit will be deducted from the total cost.

Your preferred date is considered reserved when the schedule confirmation, non-refundable deposit and tax certificate have been received by the 4-H Center.

Address All Correspondence To:
Environmental Education Program
Ridley 4-H Center
850 Lion Parkway
Columbia, TN 38401-4723