



To determine your travel dates: Double-check your registration email for course start & end dates

COURSE START: 3 PM at Redmond Airport (RDM), Oregon – Baggage Claim

To set you up for the most successful experience, arrive well-rested, hydrated, as healthy as possible, wearing clothes to camp in, having eaten and made any necessary phone calls **before 3 PM** on your course start date.

A Northwest Outward Bound School representative will be at Baggage Claim to ensure that everyone has arrived and will be available to answer any last-minute questions. Participants without final approval from their Course Advisor will not be allowed on course. PLEASE DO NOT BE LATE: it is extremely difficult to get late arrivals to the course start.

If your flight has been delayed, CALL:

During regular business hours, Monday-Friday 8:30 AM-5 PM (Pacific)	(503) 946-3404 option 3
Weekday evenings (until 8 PM), or on weekends 8:30 AM – 8 PM (Pacific)	(541) 699-1001 option 0

COURSE END: 5 PM at Redmond Airport (RDM) – Baggage Claim

Participants will be at the airport by 5 PM and may be picked up at this point or scheduled on a flight that departs **after 7 PM** (at the earliest), or on the following day. If you have confirmed lodging with us, we have arranged hotel accommodations at the Comfort Suites.

MAKING TRAVEL ARRANGEMENTS:

Outward Bound covers the cost of your travel to and from course up to \$600. If a plane ticket is required, we will ask you to book a ticket through the travel agency designated by the Northwest Outward Bound School (see below). A credit card will be needed to hold the reservation but will not be charged unless you cancel. **If you cancel your attendance after purchase of the plane ticket, the Northwest Outward Bound School will charge the credit card on file for the cost of the plane ticket and the \$250 Cancellation Penalty.** NOTE: other costs related to travel are **not** included (such as baggage fees, meals, telephone calls, movie rentals, etc.).

Booking Air Travel:

DO NOT book air travel until all the following have happened:

- You have received final approval from your Course Advisor.
- The Northwest Outward Bound School has confirmed that your course has met the minimum enrollment.
- It is at least 30-45 days from course start.

SOUTHLANDS TRAVEL is the designated travel agency that will assist you with the travel arrangements (service fee starting at \$40 per passenger) for your course and ensure that you are in the correct place at the correct time. When you contact them, be prepared with the following information (and include it when leaving a message):

CONTACT:
 Ruby Frederick, CTA
 (303) 680-5241
 ruby@southlandstravel.com

1. Name of caller and full name of person traveling
2. Complete course number (examples: WOTV-941, WOYN-943)
3. City from which the student will be traveling
4. Phone number where you can be reached
5. Age of student and date of birth

Driving To/From Course:

If you are driving from a point more than 100 miles from the start location of a program, you will be reimbursed for your gas and parking (if needed). If you choose to drive to the course we will reimburse you for gas and parking if you mail, e-mail or fax a copy of your receipts within 7-days of the course end.

Lodging:

Depending on flight availability, you may need to fly in a day early or leave a day after course ends. If this is the case, we will book one night of lodging for you. You will be responsible for the shuttle to/from the airport.