Leader’s Planning Form

CHECK LIST

Read Challenge Course Overview.

Complete the Program Planning Questionnaire. Fill out and email it back to teamchallenge@sdsu.edu

Complete the Registration Form. To reserve your date complete the Program Registration Form and return with either a copy of your PO or deposit.

Waivers. After receiving your completed Program Registration Form we will send you information for your participants, including our Waiver. Each participant must read, sign, and bring a completed liability waiver to the program in order to participate.

Wear and Prepare. Read over and communicate to the group the Wear and Prepare section.

Team Challenge Program Overview

The challenge course program provides a unique opportunity for your group to leave with a better understanding of self, others, and the collective whole.

Explaining our philosophy and expectations to your group can help them prepare for the upcoming challenge course experience. For over 15 years, our program has operated with exceptional safety records; we intend to maintain that tradition with your group. We accomplish this by using foundational concepts that follow best practices used throughout the challenge course industry. Please read through these topics and share them with your group.

CHALLENGE BY CHOICE

Our main philosophy is Challenge by Choice. We encourage the power of invitation rather than coercion. The philosophy of challenge by choice specifies that the participant chooses his/her own level of participation and type of support they need during activities. This prevents situations where the group may use peer pressure to force others into doing things they truly do not feel comfortable doing.

OUR EXPECTATIONS

It is critical that participants and group leaders are prepared for the challenge course experience. Please make sure that all forms are completely filled out and your group’s numbers are accurate, this is so that we may sufficiently staff your program. Feel free to call or email if any changes occur. Changes must be communicated to the Team Challenge Lead Supervisor and are allowed up to four business days before the program.
Wear and Prepare

DRESS FOR SAFETY, COMFORT AND THE WEATHER

DO NOT BRING:

- Any objects that can cut, slice, impale, bruise, etc.
- Please place all keys, pens, wallets, knives, jewelry, etc. in someone’s bag before arriving (do not have it in your pants or jackets).
- We also recommend removing large earrings and body piercings prior to your arrival at the challenge course for your safety and other, including our staff.

BRING:

- Comfortable clothing that allows you to lift and freely rotate your arms and is appropriate for the weather (layers, rain gear, gloves, etc.)
- Comfortable **ATLETIC closed-toed shoes** (NO Toms or slip-ons are permitted during the program)
- Full water bottle (1 Liter or more)
- Any medications that you may require
- Camera
- Sunscreen
- Feel free to bring a backpack to carry your things in.

HIGH CHALLENGE COURSE ACTIVITIES/ CLIMBING WALL:

You will be required to wear a harness during certain activities if you choose to participate.

- Wear clothing that will protect your skin from the harness such as long pants or shorts that come to the middle of the thigh.
- Wear shirts or jackets that can be tucked underneath the harness.
- Longer hair must be tied back in a lower ponytail to fit underneath our helmets.
# Program Planning Questionnaire

**Instructions:** The group leader completes this form so we can design a program to meet your goals. Fill out and email back.

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<th>Today’s Date: __________________</th>
<th>Desired Date: __________________</th>
<th>Desired Time: __________________</th>
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<tr>
<th>Group Name: _____________________</th>
<th>Group Size: _______</th>
<th>Age Range of Group: ______________</th>
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<th>Contact Name: ___________________</th>
<th>Phone #: ______________</th>
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### Desired Program Option:

- Team Building Workshop (2-6 hrs)
- Team Building Workshop + High Ropes (2-6 hrs)
- Boat Building Regatta (2-3 hrs)
- Building Bridges Workshop (1-3 hrs)
- Rockwall Team Challenge (1-2 hrs)
- Aztec Chef Cookoff (2-3 hrs)
- Team Challenge Photo Safari (2-3 hrs)

### Desired Location:

- **Kroc Center** (only for Team Building Workshop and Team Building Workshop + High Ropes)
- **Camp Stevens** (only for Team Building Workshop and Team Building Workshop + High Ropes)
- **SDSU** (TB Workshop, Boatbuilding, Bridges, Rockwall, Cookoff, Photo Safari)
- **Other** (Your location)

### Desired Time Range:

- 1 hr
- 2 hrs
- 3 hrs
- 4 hrs
- 5 hrs
- 6 hrs

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1. **What type of group are you? Describe.**

2. **How long has your group been together? What dynamics exist within your group that may have an influence on the experience?**

3. **How well do individuals know each other?**

   - New Group
   - Acquainted
   - Comfortable
   - Close Relationship
   - High Functioning

4. **What do you wish to accomplish with your group during this program? What are your goals?**
5. List three strengths of your group and three areas that need improvement. Topics might include: communication, teambuilding, problem solving, leadership, relationship building, etc.

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<tr>
<th>Strengths of the Group</th>
<th>Areas of Improvement</th>
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6. What current or long term organizational tasks or projects is your group working on that requires teamwork?

7. Has your group participated in a team building program in the past?

8. Does anyone in your group require special accommodations or assistance? Are there members of your group with food or environmental allergies we should be aware of?

9. Is there any additional information about your group that you would like to share?

10. How did you hear about our program?