

**RiverQuest** staff will be happy to help you schedule the optimal dates and times from those available, to participate in our popular school programs. All teachers should call RiverQuest to reserve dates by phone prior to sending in an application form.

## **DIRECTIONS**

#### STEP 1

# Gather the following information:

- A printed copy 2008-09 application form, available as PDF download at our website
- Title(s) of the programs you wish to book
- Length of the programs you wish to book (See website or call for more information)
- Starting and ending times that will be accommodated by your traveling situation
- Number of students (programs are booked in "blocks" of 30 students)
- Dates you wish to book (please have acceptable alternates ready as well)
- Your school's calendar, in case your ideal dates are unavailable

## STEP 2

#### Call 412-231-2712 x0

We will help you select a date, from those available, to write on your application. Dates for RiverQuest programs are in demand, and registration is on a first-come first-served basis.

## STEP 3

## Send in your Form:

After your phone call, please secure the Principal Signature required, and submit a completed, signed application via fax or mail within 7 days to prevent dates from being released and made available for others to book. Thanks for your attention to this requirement!