



Thank you for your interest in being a **Group Coordinator for Little Switzerland's 4-Time Learning Program**. We appreciate your efforts, and upon successfully completing the steps below, we will reward you with a **FREE 2016-17 Family Season Pass to Little Switzerland**.

You've taken the first step by taking the initiative to contact us. The rest is easy, simply follow these steps to a successful 4-Time Program.

- **Schedule your dates!**
  - Our program is offered any **weeknight after 4:00 pm**. Your group will choose one day and time, and be scheduled at that time four consecutive weeks
- **Make Up Date**
  - At the beginning of your program, you will select **one** date for any makeups that may be needed to complete the program.
- **Promote Your Program**
  - Use the introduction letter, student information form, and ski/snowboard waivers we provide you to begin your program, which you will find online at [littleswitz.com](http://littleswitz.com). We also have printed forms you can pick up at Little Switzerland.
  - Please contact me if you would like to hold an informative parent meeting. I will be happy to attend and explain how the program operates.
  - Our Learn to Ski Program is open to Students and their Parents / Teachers.
- **Organization – the key to success!**
  - Students are to return the **student information form** with a check written to your school/group.
  - Group Coordinator will enter information provided from each member's **student information form** into our **4-Time Group Spreadsheet**.
  - You will be provided an Excel spreadsheet to track what each member of the group will need. This will calculate your total cost per group member, as well as your final cost to be paid at the start of the program. This spreadsheet can be found on our website.
- **Payment / Contact your school/organization**
  - The school/organization's **Tax Exemption Identification** will be used to help your program save. If the tax exemption form is not provided, sales tax of 5.6% will be added to your total.
  - Prior to the start of your program, **one total payment** should be submitted to Little Switzerland. This can be in the form of Credit/Debit Card/Check/Cash, and must be received before the distribution of lift tickets and rental equipment.
- **Transportation**
  - Group Coordinator will be responsible for organizing the transportation to and from Little Switzerland, and coordinate with each parent of group members.



- **Checking Your Group In**
  - Upon arrival to Little Switzerland, each group member will bring their **Waiver Forms**, which must be signed by their parent/guardian. **As the Group Coordinator, you will be responsible for collecting the waiver forms from the Group Desk at the end of each session.**
    - These waivers will be used at the beginning of each scheduled date of your program. Please ensure safe keeping by using a folder/binder to keep them organized throughout your program.
  - **Group Coordinator will distribute waiver forms and lift tickets to your group.** Group Coordinator will have the waiver forms and lift tickets will be available at the Group Desk.
  - After your waiver forms and lift tickets are distributed to your group members, the Group Coordinator will lead the group members through the **Rental Department.**
    - Our Rental Department is located directly across from the Group Desk, where you check in each week. Our Professionals will fit each individual with proper gear to ensure successful experience. After being fitted, your group members will head to their Group Lesson.
  - **Lessons** will be started in our Beginner Area **at your scheduled time**, located in front of our Warming Hut at the base of the hill.
    - Lessons will be conducted in a group format (unless private lessons are pre-arranged).
    - Ski & Snowboard lessons last 1 hour.
    - Parents are welcome to watch lessons, but must remain off the hill and within the designated area of the Warming Hut.
- **Checking Out**
  - Individuals will return all equipment to the Rental Department counter.
  - Group Coordinator will collect all waiver forms at the Rental Department counter.

You are ready to be a **Group Coordinator** and conduct a fun and successful **4-Time Learning Program** at **Little Switzerland!** Please do not hesitate to ask any questions throughout this process, as we are here to help you and your group members have an exciting ski/snowboarding experience with us at Little Switzerland this season.

***Feel The Energy!***

***Jen Gilmore / Group Sales Director***

***262-224-7598 / groups@littleswitz.com***