To trip leaders:

* Please send us the complete **roster of the participants** at least 2 weeks before your arrival date. During COVID, we cannot accept groups of more than 12.
* All participants must have had a COVID 19 vaccine or recent negative test.
* Please let us know about any **dietary restrictions** at least 2 weeks before your arrival date.
* Please send or bring copies of all **allergies, medication, and emergency contacts**.
* Please send or bring copies of your school or organization’s **waiver or release forms**.
* Payment: We will send an invoice to your service department or your business department upon completion of your immersion at Big Laurel. The deposit is $200 per group. **The total cost is $55 per person per night.** (unless otherwise specified)
* Cost includes all room, board, programming, and insurance.
	+ Meals included: dinner on night of arrival; three meals per day during stay; breakfast on day of departure
* All immersion trips and summer camps are alcohol and drug free. Participants, mentors, and chaperones are not permitted to bring or use drugs or alcohol while participating in Big Laurel immersion trips or summer camps.
* Contact information:
	+ Big Laurel Learning Center House: 304-393-4103
	+ St. Joe’s House: 304-393-1136 (Sr. Kathy and Sr. Gretchen’s house)
	+ Cell phones usually do not work in the area. However, here are our staff contacts in the event that we are away from the mountain.
		- Grace Williams, Director: 901-326-1430
		- Angel Estepp, AmeriCorps: 304-928-3063