



Use of CAVOC

The following procedures need to be followed prior to using CAVOC

- Call Carol – 365- 9700 ext. 5740 or email carlscar@rhinelander.k12.wi.us to reserve the date.
- Fill out the appropriate forms and have your principal sign.
 - a. Field Trip or Use of Facilities Form
 - b. Bus Request- (please have the correct account number on this form....your school secretary can provide the number)
- Call the Bus Company and reserve the date and time. Your school secretary will have the phone number.
- Send your completed signed forms to Carol in the Curriculum Office.



Use of Challenge Ropes Course

The following procedures need to be followed prior to using the ROPES Course

- Call Carol Carlson @ 365-9700 – x 5740 or email carlscar@rhinelander.k12.wi.us to reserve the date.
- Fill out the appropriate forms and have your principal sign.
 - a. Use of Facilities
 - b. Field Trip
 - c. Bus Request
 - d. Waiver of Liability – (students need this filled out prior to going on the course)
- Call the bus company and reserve the date. Your school secretary will have the phone number.
- Send your completed signed forms to Carol in the Curriculum Office.
- Carol will arrange the facilitators.

