

YOUR JOURNEY TO OUTWARD BOUND



BEFORE COURSE

MAKE BOOKING

CONTRACT

6 MONTHS BEFORE

REGISTRATION
PROCESS

6 MONTHS - 12 WEEKS
BEFORE

RECRUIT YOUR
STUDENTS

12 WEEKS BEFORE

INVOICING

6 WEEKS BEFORE

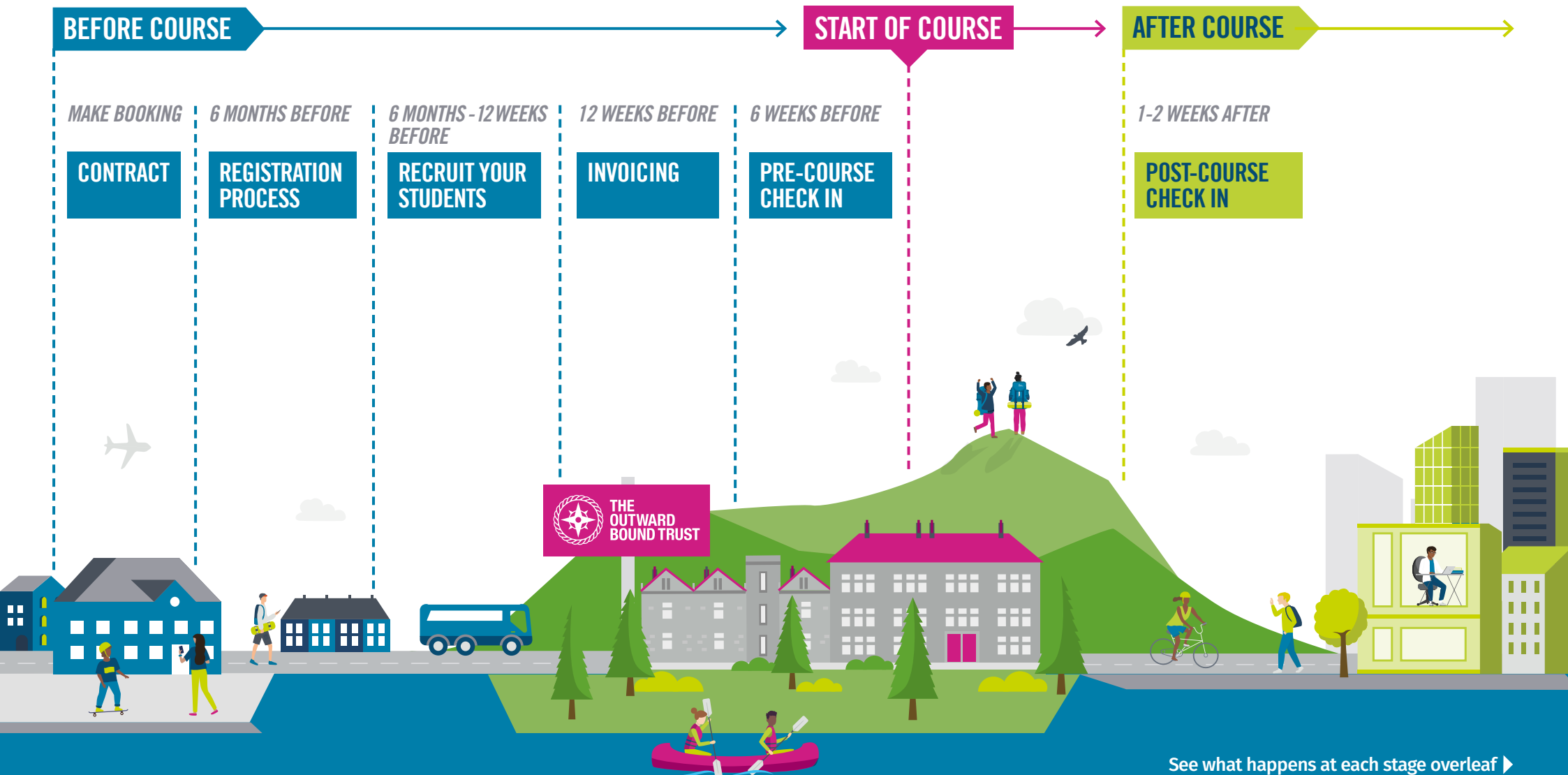
PRE-COURSE
CHECK IN

START OF COURSE

AFTER COURSE

1-2 WEEKS AFTER

POST-COURSE
CHECK IN



See what happens at each stage overleaf ▶

YOUR JOURNEY TO OUTWARD BOUND



**THE
OUTWARD
BOUND TRUST**

BEFORE COURSE

MAKE BOOKING

CONTRACT

We'll send your contract to you by email.

Use the online click-to-sign process to authorise this within 28 days. Let us know your PO number if this is needed for invoicing.

6 MONTHS BEFORE

REGISTRATION PROCESS

Our centre admin team will email everything you need to register your young people on your course. This will include information on what to bring, what to expect and directions to your Outward Bound centre.

Most importantly this includes a link to our online Participant Information Form. You need to send this to families/guardians to complete. It asks for their young person's personal, medical and dietary information.

Our guide is here: outwardbound.org.uk/PIFguide

6 MONTHS – 12 WEEKS BEFORE

RECRUIT YOUR STUDENTS

Now you've got your Participant Information Form, it's time to firm up the recruitment of your students.

Our checklist for a great residential has some top tips to help you excite and inspire young people to attend.

Our checklist is here: outwardbound.org.uk/checklist

12 WEEKS BEFORE

INVOICING

Your final invoice will be sent to you. Please pay this in full 8 weeks before your course starts.

6 WEEKS BEFORE

PRE-COURSE CHECK IN

Working with your Account Manager you'll:

- Finalise group and visiting staff numbers
- Confirm course aims and outcomes
- Agree any core values / language to be used throughout your course
- Chat about your young people
- Discuss any pre-course preparation you're doing

START OF COURSE

YOUR COURSE

YOUR COURSE

Your Course Director will look after you while you're at our centre. They'll put your plans and aims into action and will respond to any changes during your course. They will also gather feedback from staff and pupils and if appropriate recommend young people to attend one of our Summer Adventures.

AFTER COURSE

1-2 WEEKS AFTER

POST-COURSE CHECK IN

Your Account Manager will be in touch to discuss your course, share feedback, and (if you've not already guaranteed your future dates) book your course for next year!

