

# Durham Children's Watershed Festival

Monday September 28- Friday October 2, 2020 9:30am - 1:30pm

\$11.50/student (includes bussing) ♠ free for teachers & adult volunteers

Camp Samac, 275 Conlin Road East, Oshawa



## Teacher Quick Reference Checklist

Teacher Action	Deadline Date	Details
<input type="checkbox"/> Read your <i>Teacher's Guide</i>	ASAP	Overview of Festival and everything that you need to do in advance of your visit.
<input type="checkbox"/> <i>Cancellation Deadline</i>	Friday Sept. 11, 2020	After deadline there is a <b>\$75 cancellation fee</b> charged to your school.
<input type="checkbox"/> <b>Determine</b> the number of students who cannot be photographed at the Festival to submit on the <b>Invoice/Confirmation sheet</b>	ASAP	Media are often present at the Festival. Any student who is not to be photographed or interviewed will be given a festival provided wristband. Wristbands will be distributed upon arrival before leaving the bus.
<input type="checkbox"/> <b>Contact Teacher: fill out Invoice and submit to school office and Festival Coordinator as Confirmation</b>	Friday Sept. 18, 2020	Once final numbers have been received, <b>CLOCA will organize and confirm bussing and add you to Special Guest schedule.</b> You may confirm online (link provided on invoice) or fax invoice or email invoice.
<input type="checkbox"/> Payment	<b><u>Your Festival Day!!!</u></b>	You can mail to CLOCA <b>prior to your festival day</b> or <b>bring payment to Festival and give to bus greeter!</b> CLOCA will email receipt after the festival.

Make cheques payable to CLOCA and then bring on festival day:

Central Lake Ontario Conservation (CLOCA)  
 100 Whiting Ave, Oshawa, ON L1H 3T3  
 (905)579-0411 Ext. 144  
[ystorm@cloca.com](mailto:ystorm@cloca.com)

If you have any questions, please don't hesitate to contact

