

ILPCTAJE SUMMER WORKSHOP

Adviser Checklist

- Register students and advisers for the workshop
- Complete Redwoods Institute youth protection training (located on main Summer Workshop webpage, and email certificate to Alyssa Boehringer at aboehringer@uiltexas.org) by June 10. (Adult participants only)
- Complete **School Room Roster** located on Summer Workshop webpage and email to Alyssa Boehringer (aboehringer@uiltexas.org) by June 1.
- Email **Student Medical Release, Student Participant Agreement** and **Student Indemnity Agreement** for each participant to Alyssa Boehringer by June 10. Each student will complete three forms.
- Complete **Adult Indemnity Agreement** for each adviser or adult participant and email to Alyssa Boehringer.
- Go tubing in the river. Shop the outlet mall. Take a glass-bottom boat tour. Visit an escape room. Meet as a staff. Make a plan for Saturday night's Staff Night Out. Look for ideas on the Summer Workshop webpage
- Send payment to TAJE at PO Box 176 Buda, TX 78610 or pay online at TAJE.org

Email Alyssa Boehringer with any questions at aboehringer@uiltexas.org