

**SPRUCE LAKE OUTDOOR SCHOOL**  
**School/Group Reservation Form**

*Fill in the information below and return with the required **\$200 non-refundable deposit** to confirm your program dates. Deposit represents agreement to our terms: The balance of your program cost is due **before your departure** from Spruce Lake. \*A minimum of ten (10) participants needed for a program (either by grade or total group). Also, if you cancel your program **twelve (12) weeks or less** before your scheduled date, you will be **responsible for 80% of the total program cost**, based on the number of participants reported on your Reservation Form or the Group Update Form, whichever is most current. Keep a copy for your records.*

**SCHOOL/GROUP:** \_\_\_\_\_ Today's Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Teacher/Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_


School Phone: (\_\_\_\_\_) \_\_\_\_\_ School Web Site: \_\_\_\_\_

School Email: \_\_\_\_\_

On-Site Contact Cell Phone:(\_\_\_\_) \_\_\_\_\_

Arrival Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Time: \_\_\_\_\_ Departure Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Time: \_\_\_\_\_

*PARTICIPANTS (Please itemize by grade when applicable.)*



Number of students	Grade*	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**IMPORTANT:**  
PLEASE PLAN FOR MINIMUM OF 2 ADULTS PER 8-12 STUDENTS!

**Total number of students** \_\_\_\_\_

Number of teachers \_\_\_\_\_

Number of other adults \_\_\_\_\_

**Total Number of Participants\*** \_\_\_\_\_

**FEES** *Select your residence program, lodging and meal preference.*

**PROGRAM** (circle one)      2-day      3-day      other

**LODGING** \_\_\_\_\_ (Building Name)

(circle all that apply)      Motel-style      Dorm-style      Cabins

<b>FIRST MEAL:</b> (circle one)	<b>LAST MEAL:</b> (circle one)	<b>MEAL PLAN:</b> (circle one)
Breakfast	Breakfast	7 Meals      6 Meals
Lunch	Lunch	4 Meals      3 Meals
Dinner	Dinner	other

**RETURN TO:**  
 Director, **SPRUCE LAKE OUTDOOR SCHOOL**  
 5389 Route 447, Canadensis, PA 18325  
**PHONE:** 800-822-7505 x 136 **FAX:** 570-595-0328  
**EMAIL:** [outdoorschool2024@sprucelake.org](mailto:outdoorschool2024@sprucelake.org)