



CONTRACT

GSA Schedule Contract Number GS-02F-0135W

Course Title: Wilderness First Responder
Description: WFR 9 Day includes CPR
Course Date: Dec 15, 2018 to Dec 23, 2018
Location: Willsboro, NY USA
Contracting Organization: Wilderness Rescue Training
Deposit: Waived

ID: 13420
Primary Contact: Wilderness Rescue
Training
Notes:

Course Cost: National Outdoor Leadership School (NOLS) will provide the above-described course for \$ 484.50 per person, plus travel expense (mileage @ .545 per mile (subject to change based on governmental rates) and/or airfare, food, lodging for two staff for the entire course (to include the night before the course starts and the night of the last day of the course).

- Minimum number of students: 15 Maximum number of students: 30
- One free enrollment with enrollment of 20. Another free enrollment with enrollment of 29.

Indemnity: NOLS and Wilderness Rescue Training, to the fullest extent allowed by law, each agree to indemnify and defend the other, and their respective owners, officers, directors, trustees, employees, agents, interns, volunteers and their representatives with respect to all claims, liabilities, suits and expenses including costs and reasonable attorney's fees ("claim(s)") arising from any aspect of the activity or its environment for which the indemnifying party is responsible. The indemnifying party's liability under the indemnity will be reduced proportionately to the extent that any negligent or intentional act or omission of the indemnified party, including its owners, officers, directors, trustees, employees, interns, volunteers and agents or contractors (other than NOLS), and their representatives, contributed to the claims(s). The parties' respective responsibilities are set forth in this contract, and in those documents titled "Sponsor Information Letter" and "Sponsor Policies and Responsibilities", which are incorporated herein by reference.

By way of example, but not limitation, NOLS will be responsible for any claims arising out of the conduct of its course or activities, except those claims that arise from defects in facilities, premises or equipment of Wilderness Rescue Training, student enrollment or the wrongful conduct of Wilderness Rescue Training employees, volunteers or contractors (other than NOLS staff). Any dispute between NOLS and Wilderness Rescue Training shall be governed by the substantive laws of the State of Wyoming, and any mediation or suit shall occur or be filed in the State of Wyoming.

The parties each have contracted independently with the other and neither is the agent or partner of the other.

Terms: Your deposit has been waived. If you choose to cancel this course after 12:00 noon mountain time zone, November 15, 2018, a penalty of \$ 3,500.00 will be assessed via invoice. Deadlines that fall on holidays should be understood to occur the prior business day.

All course fees are due upon receipt of invoice. Unpaid balances over 60 days from the date of invoice may be assessed a 1.5% monthly finance charge.

The undersigned have read this contract, and the attached (or electronic) Sponsor Information Letter and Sponsor Policies and Responsibilities in full, and agree to the terms and provisions of each.

The persons signing below have the authority of the above organization to sign this contract on its behalf. Faxed and/or electronic copies are considered to be legal and binding by both parties.

SIGNED:
NOLS

SIGNED:
Sponsor

Date: Jun 25, 2018

Date: _____

To secure course dates, return one signed contract to NOLS Wilderness Medicine immediately.

Sponsor Checklist

WFR 9 Day includes CPR , December 15, 2018 to December 23, 2018

Immediate Action Required

- ☐ Please return one copy of your signed contract to secure your course dates. Thank You.
- ☐ Secure for classroom space (See Fact Sheet)
- ☐ Secure for lodging and meals for two NOLS Wilderness Medicine instructors, starting one night(s) before course starts. (see Course Logistics Sheet)
- ☐ Set the course cost, including room and board options for students (if applicable).
- ☐ **Notify NOLS Wilderness Medicine for posting to our web schedule.**
- ☐ Brief your phone staff on all course particulars. **Course maximum is 30!**
- ☐ Start advertising your course. Early advertisement is critical to the success of your course.
- ☐ Repost flyers repeatedly to assist in keeping the public aware of your course.

Due: September 16, 2018

- ☐ **ADVERTISE!** Repost flyers, send general mailings, email marketing and consider print/radio advertisement.

Due: October 1, 2018

- ☐ **Return Course Logistics Sheet to NOLS Wilderness Medicine:** Classroom facility information, instructor housing, directions to the course, gear you are helping us find, etc. (For international courses please list gear you are providing)
- ☐ **Complete Student Pre-Course Information Packet:** to include Student Pre-course Information Letter (see template provided with NOLS Wilderness Medicine Course Contract email) and NOLS Wilderness Medicine Student Agreement (including Assumption of Risks and Agreements of Release and Indemnity). Email a copy to NOLS Wilderness Medicine for posting to our web schedule.
- ☐ **Advertise!** Repost flyers, send general mailings, email marketing and consider print/radio advertisement.

Due: November 15, 2018

- ☐ This is the last day that you may cancel without loss of your course deposit.
- ☐ **Keep Advertising!** Late enrollments are common and help the budget: keep replacing flyers. Notify NOLS Wilderness Medicine when course reaches maximum of 30.

Due: November 30, 2018

- ☐ Advise NOLS Wilderness Medicine of changes in enrollment.
- ☐ Receive shipments of course materials and equipment from NOLS Wilderness Medicine.

One Day Before The Course:

- ☐ Meet NOLS Wilderness Medicine staff, orient them to the classroom and lodging accommodations. Prepare for start of course (i.e. student arrival, tuition collection, facility introduction).
- ☐ Deliver any shipped materials and equipment to the classroom prior to start of course.
- ☐ Introduce the instructors to the on-course host.

The First Day of the Course:

- ☐ Greet students and direct to classroom for **8:00 AM start.**

Contacts for WFR 9 Day includes CPR , 12/15/2018 to 12/23/2018
Update or advise to any changes

Please Deliver Shipped Materials to Classroom Prior To Course Start Date.

Contact Information Required (if not listed below)

Address(es), Phone(s) (Mobile, Home, Work), Email address(es)

Primary

Account Receivables

Secondary

Shipping (PO Box NOT acceptable for shipping)

Course Onsite Host

Emergency Sponsor Contact

Course Host	Wilderness Rescue Training (753) 607-4971 wildernessrescuetraining@gmail.com	
Secondary	David (Dave) R. Durant (267) 221-1904 david.r.durant@gmail.com	40 Bowmans Dr W New Hope, PA 18938
Shipping	Wilderness Rescue Training wildernessrescuetraining@gmail.com	Dave Durant 1391 Reber Road C/O Pok-O-MacCready Outdoor Education Center Willsboro, NY 12996
Acct Receivables	Allison (Allie) R. Maloney (425) 753-1168 wildernessrescuetraining@gmail.com	27 N Church St Cortland, NY 13045-2133
Primary	Wilderness Rescue Training (425) 753-1168 wildernessrescuetraining@gmail.com	



Course Logistics Sheet - Sponsor

This is the current information we have for your course.
Email updates or changes to Cheryl_Jones@nols.edu

Due: October 1, 2018

Sponsor: Wilderness Rescue Training

Course ID: 13420

Course Dates: Sat, 12/15/2018 to Sun, 12/23/2018

Location: Willsboro NY USA

Course Type: WFR 9 Day includes CPR

Staff Notes:

Target Audience: ?

Past Course Summary:

Directions to your facility and classroom: (To include room # if applicable.)

December 2018 - Please confirm these details are correct or supply corrections. Thank you. KE Program Assistant

Location: Pok-O-MacCready Outdoor Education Center, 1391 Reber Rd. N., Willsboro, NY 12996

Notes: Google maps works for this address. Parking is free. We may have to use an overflow lot for students, but co-instructors will be able to park adjacent to the classroom building or their lodging.

☐ see attached student letter and map

Accommodations for NOLS Wilderness Medicine Staff (Must be separate lodging from students. Please no dormitories, living rooms, floors or guest rooms in private homes.) Instructors generally arrive the evening prior to the course and depart the final day or the morning after depending upon flight availability. Include name of lodging facility/hotel and confirmation number with directions, check-in and contact information. Instructors will require access to e-mail connection, fax and phone and may require access to a copier. Please indicate if necessary for instructors to bring any of the following items:

☐ sleeping bag ☐ towel ☐ other items (please indicate)

December 2018 - Please confirm these details are correct or supply corrections. Thank you. KE Program Assistant

Lodging: Lodging will be in a private apartment equipped with a full kitchen and private bathroom.

Notes: Three meals per day will be provided by the outdoor education center kitchen.

INSTRUCTORS - Please contact the Program Team or the sponsor directly if you have any dietary restrictions or food allergies.

Meal plan for NOLS Wilderness Medicine staff. Please check one of the following:

- ☒ Meal plan will be provided for instructors. Three healthy meals/day.
☐ Full kitchen (includes stove) at lodging site: Budget for \$20/day/instructor. (not available for courses 4 days or less in length)
☐ No kitchen facility: Budget for approximately \$41/day/instructor.

Classroom Information:

Is there: A large (4' x 8') whiteboard/blackboard? ☐ Yes ☐ No

Is there an LCD projector? ☐ Yes ☐ No

If not, what will be provided instead?

Describe the classroom and outside practice area-classroom capacity, approximate dimensions, type of seating, type of heating, description and distance from classroom to practice area, etc.:

Please avoid room changes!

December 2018 - Please provide accurate details of the facilities for instructor planning purposes. KE Program Assistant.

Facilities (Indoors): Indoor classroom with lots of natural light and an adjacent carpeted practice space. Projecting will be harder than in some classrooms.

Facilities (Outdoors): Outdoor practice space is essentially unlimited. The outdoor ed center is on a 330 acre campus comprised of sports fields, forest, swamps, lake, etc.

☐ Copy of student pre-course information packet attached, if not previously sent.

☐ Copy of map to your facility attached.

☐ Number of students enrolled at this time _____ (Max = 30) Date: _____

Thank you for your help! Please contact us with any questions or concerns you may have:

Cheryl Jones, Sponsor Coordinator, cheryl_jones@nols.edu

Logistics Assistant, wilderness_medicine_logistics@nols.edu

NOLS Wilderness Medicine 866-831-9001 307-332-7800