



5012 Windy Hollow Circle • Glen Allen, Virginia 23059
Phone: (877) 337-TEAM (8326) • Fax: (866) 448-9385
www.challengediscovery.com

Hello!

Thank you for scheduling a teambuilding program with Challenge Discovery!

We look forward to working with your team and expect everyone to arrive prepared for an active and exciting day. Experience has taught us that the most satisfied participants are those who begin the program well informed and ready to accept new challenges.

The following steps will help you build a foundation of information for your team about the upcoming activity. Thank you for your participation in this process!

- Sign and return the Program Agreement to guarantee your reservation.
- Complete the Goal-Setting With Your Team Worksheet.
- Become familiar with the information included in this packet. Circulate this information or encourage participants to access our web site (www.challengediscovery.com)
- Photocopy all pages from this packet except this letter and "Goal Setting With Your Team." (Participants may also download forms from our web site: www.challengediscovery.com)

Since the level of participation is strictly individual, make sure each participant has time to contemplate the information on these forms before completing them. No one should be pressured or coerced to sign the forms, however, all participants must complete the forms before they participate in the activities. Please bring the forms on the day of the program.

Contact us one week before the program to confirm the final number of participants. **You will be billed for the confirmed number plus any additional participants on the program day.**

We'll contact you before the program to answer any questions you may have. Please also call us at (877) 337-TEAM (8326) if you have any questions. Leave a message if we're not in – someone will quickly return your call.

Thanks again for your involvement! We are excited about having the opportunity to work with your team!

Sincerely;
The Challenge Discovery Team

Goal Setting With Your Team

We think of effective teamwork as a journey, rather than a destination. Your day at Challenge Discovery will be but one step in an ongoing process. To achieve maximum effectiveness with your team, we need to know as specifically as possible what you want to accomplish during your time with us. Please help us serve you by completing the items below. The information you provide will supplement the objectives you have already identified for us and help us to customize the program to satisfy your needs.

We encourage you to share this form with your team members and solicit their input on goals and objectives for the day. On completion, please fax this form to us at 866-448-9385, or mail it to Challenge Discovery, 5012 Windy Hollow Circle, Glen Allen, VA. 23059.

Rank the following statements in order of importance (#1 – 10) for your team to accomplish.

- _____ The team identifies particular skills and strengths of individual members.
- _____ The team members demonstrate support for one another and coach one another.
- _____ The team members recognize and acknowledge the strengths of and challenges posed by the diverse personalities and backgrounds of their co-workers.
- _____ The team members build a sense of trust.
- _____ Individuals confront perceived limitations and feel a sense of achievement.
- _____ The team recognizes the importance of strategic thinking in meeting goals.
- _____ The team has a physically challenging experience.
- _____ The team has an intellectually challenging experience.
- _____ The team members build relationships with each other.
- _____ The team members have a recreational experience. All of our programs include a healthy dose of fun, but did you specifically desire a recreational day?

Why did you rank the top three priorities as you did?

Are there different or additional goals you hope to accomplish?

After the program, how will you know it was a worthwhile investment?

Our programs are based on the idea that people learn best by doing. So...here's what we'll be doing.

Our mission is to engage people in powerful and fun action-based learning activities as a catalyst for building relationships, self-esteem and mutual support. Our work is intended to connect these experiences to real life as an effective means of developing teamwork and personal growth.



So what does that mean...what will *you* be doing?

Challenge Discovery runs a wide variety of programs that involve many different types of activities. It is nearly impossible to describe exactly what your day will look like because there are many variables that go into creating powerful experiences, like weather, abilities, sizes and shapes of people, length of program, etc.

Here's what we can tell you for sure. We are an experience-based learning program which means you will be learning-by-doing. You may be led through the woods wearing a blindfold, climbing telephone poles as high as 40 feet, balancing on logs as you cross an imaginary river or putting together a puzzle in a conference room while wearing a suit and tie. The design of our programs will engage you mentally, physically and emotionally. The activities can require easy, moderate or strenuous physical activities. We always take into account the goals and demographic information of the group when we design our programs to encourage full participation and help the team reach their goals.

With all that having been said, managing risks is our first priority and after nearly 30 years and more than 500,000 people we are leaders in our industry in this area. We have created very basic and fundamental systems that work to manage risks. The reality of it however, is that we are working with real-live people, and people sometimes make mistakes or misjudge their own ability. That is why before every activity, we go to great lengths to inform you of what you're going to do, and any potential risk factors to be aware of so you can make an informed decision. We also remind you to act prudently about your level of participation and that your participation in anything we do is purely voluntary.

Our programs are carefully designed to value every person in the group, even those who decide it is best for them to not physically participate in the event. There are roles for every person in the group no matter how they choose to participate.

We want your experience to be positive and productive. The first step in this process is to have a clear understanding of Challenge Discovery and our programs. We encourage you visit our website for additional information, or call us to ask questions and share concerns.

Preparing for a Challenge Discovery Program:

- **Visit our website, make informed choices — www.challengediscovery.com**
Please familiarize yourself with Challenge Discovery as a company and the nature of the activities you are about to experience to make the best choices possible regarding your level of participation.



- **Dress appropriately for the weather conditions throughout the day!!!**
Challenge Discovery programs are run in all kinds of weather, from 25 degrees to 105 degrees, rain or shine! It is always advisable to bring rain gear and an extra jacket even if you don't think you'll need it. In general, wear loose comfortable clothing that can get a little dirty, dress in layers and do not wear open-toed shoes or sandals.
- **Leave all valuables at home.**
This includes watches, rings, etc. If you forget to leave them at home, secure them in your vehicle upon arrival. We cannot be held responsible for lost or stolen items. You are welcome to bring hats, sunglasses and cameras.
- **Bring medications and forms.**
If you will need to take medications during the day or use an inhaler, be sure to bring them. Check with your coordinator whether forms will be collected before the program or if you should bring it separately. **No one can participate without completed forms.**
- **Eat a substantial meal before attending the program or bring a snack.**
Our activities are physical in nature and require more energy than you might be used to in a normal day. In addition, the program's schedule may not break at a regular time for a meal. Please check with your coordinator to see if you are required to bring a lunch or if lunch will be provided.

Challenge Discovery will provide:

- Sunscreen
- Bug repellent
- Drinking water

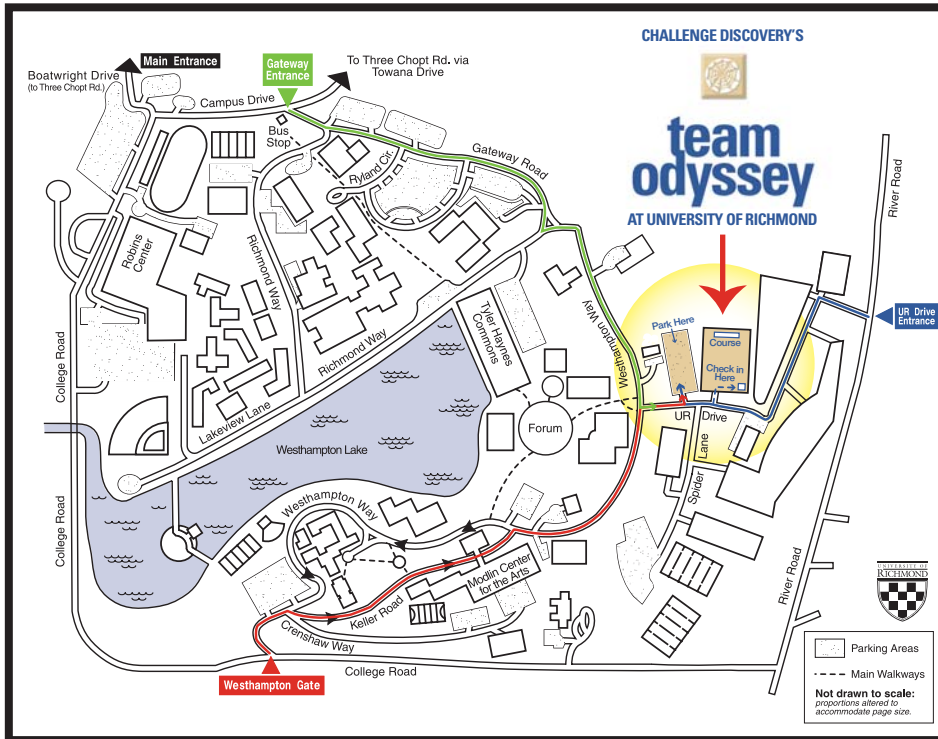




Directions to Challenge Discovery:

Take I-95 to Exit 98 Doswell/Kings Dominion.

- As you exit, follow signs for Route 30 East.
- Take Route 30 East past Kings Dominion, the Burger King, and 7-11.
- Cross the railroad tracks and make an immediate right turn onto Doswell Road.
- Follow Doswell Road about 1/4 mile and turn left onto a dirt/gravel road; a small white sign at the intersection reads "Challenge Discovery."
- Drive down the dirt road, toward the woods.
- Park along the edge of the road by the split rail fence. Your facilitators will meet you there.



Directions to Team Odyssey at University of Richmond®:

The Odyssey Course is located at the Intramural Fields at the University of Richmond®. Please check with your client coordinator for specific parking instructions if your group exceeds 40 people.

Otherwise follow the instructions on the map and park in the designated parking lot adjacent to the Intramural Fields, walk up the steps and meet at the brick building across the field.

General Health Information Guide

Please read this information carefully and consider what may apply to you. This information is intended to help you and the Challenge Discovery facilitators plan a meaningful experience for you. Please remember that your choice concerning your level of participation will be respected throughout the program at all times.

Allergic Reactions and Asthma Concerns

Most Challenge Discovery programs are conducted outdoors in the woods and open fields. If you have had any severe allergic reactions to environmental stimuli such as insect bites or bee stings, pollen, grass, or other outdoor plants please let us know. Examples of severe reactions include shortness of breath, extreme itching, redness, hives or swelling in or around the mouth/throat. If you carry an epi-pen or an epi-kit (epinephrine), please bring it with you. Also, please bring your inhaler or any other necessary medication with you.

Cardiovascular Concerns

Cardiovascular concerns refer to conditions affecting the heart or the vascular system that brings blood to the heart muscle. If after walking or light exercise, you become dizzy, experience chest pain or unusual shortness of breath, or break out in a cold sweat, this could indicate a cardiac problem that would be of concern on the program. We must know if you have been diagnosed with any heart conditions, e.g. angina or coronary heart disease, so we can assist you in planning your level of participation.

Orthopedic Concerns

Orthopedic refers to any part of the skeletal or muscular system including the neck, back, shoulders, hips, elbows, wrists, fingers, knees and ankles. As mentioned, Challenge Discovery programs can involve activities like lifting, stretching, jumping, and climbing. If you have a condition, e.g. shoulders that easily dislocate, that might be aggravated by these kinds of activities, please let us know so that we can help you plan your level of participation. If you use an orthopedic device like a wrist or knee brace, please bring it to the program.

Your General Health

Do you have diabetes?

Have you been treated for a psychological condition or do you have acute anxiety concerning heights?

Do you have an active or chronic medical condition?

Do you have any other concerns about the state of your health?

If you have questions or concerns, please call us at (877) 337-TEAM (8326)

After reviewing the information, please complete the Participant Information/Medical Information Form and Acknowledgement and Assumption of Risks and Agreement of Indemnity Form. Please return the forms to your coordinator unless otherwise directed.

—continued on next page

Participant Information Form

All participants must complete the Participant Information Form. PLEASE PRINT

Name _____ Birth Date _____
(Last, First, Middle Initial)

Address _____ City _____ State _____ ZIP _____

Home Phone _____ Home Email _____

Company or School (if applicable) _____ Occupation _____

Work Address _____ City _____ State _____ ZIP _____

Work Phone _____ Work Email _____

Name of person to notify in case of emergency _____ Relationship _____

Address _____ City _____ State _____ ZIP _____

Home Phone _____ Work Phone _____

Medical Information Form

Complete the Medical Information form after you have read the General Health Information Guide on the back of this form. This information will be kept confidential. PLEASE PRINT

Primary Care Physician _____ Phone _____

Insurance Carrier _____ Policy Number _____

Do you have now, or have you ever had any of the following? Check those which apply and explain below.

- Asthma/Respiratory Concerns Heart Problems Hypertension Diabetes Seizures
 Orthopedic Concerns Any active or chronic medical condition Other

Please explain items checked above: _____

Do you have any drug allergies? YES NO Reaction: _____

Are you allergic to insect bites/stings? YES NO Reaction: _____

Are you currently taking medications? YES NO Name of Medication/Purpose: _____

Have you had surgery in the last two years? YES NO Type of Surgery/Restrictions: _____

Are you pregnant? YES NO Any Complications: _____

Do you have any physical challenges we need to accommodate?
 YES NO Please Explain: _____

Acknowledgment and Assumption of Risks and Agreement of Indemnity

Activity: Challenge Course Program

Date of Program: _____

In consideration of Challenge Discovery Outdoor Adventures, Inc. (hereafter "Challenge Discovery") allowing me to participate in its activities, I, as the participant agree as follows:

Although Challenge Discovery has taken reasonable steps to provide me with appropriate equipment and a skilled staff for the activity in which I will be participating, I acknowledge that the activity has certain risks, including risks which cannot be eliminated without destroying the unique character of the activity. The following describes some, but not all, of the Challenge Discovery activities and their risks:

I understand that Challenge Discovery activities include warm-ups, games and group initiatives, which require moderate physical exertion, including high and low "challenge course elements" (a variety of structures over, through and on which I may be asked to walk, swing or climb, with or without the assistance of co-participants.) While reasonable measures will be taken to prevent a fall or collision accidents may occur.

The risks of adventure activities include abrasions, sprains, strains and other physical and emotional trauma caused by falls, collisions and close contact with other participants and fixed objects, fatigue, psychological stress, and in extreme cases, even death. Some participants experience an increased heart rate and other symptoms of anxiety and stress due to the physical exertion, reliance on other participants, and a fear of height, or of being unprotected or falling.

Equipment may fail or malfunction despite reasonable use and maintenance.

Decisions are made by instructors and co-participants based on a variety of perceptions and evaluations which by their nature are imprecise and subject to errors in judgments.

I understand that I may choose to limit participation in any Challenge Discovery activity.

By signing below, I acknowledge the risks described above and any and all other risks of Challenge Discovery activities, whether or not described above, and assume such risks voluntarily and without coercion, having had an opportunity to seek further information about the activities and risks and to limit participation if I choose.

In addition, I agree to defend, protect and indemnify ("indemnify" meaning protect by reimbursement or payment) Challenge Discovery, its officers, directors, shareholders and staff from all claims and liabilities, including expenses, attorneys' fees and costs, brought by another course participant, a person attempting rescue or any other party, arising in whole or in part from my conduct, or the conduct of my child or ward, while engaging in an activity of Challenge Discovery or using its equipment or premises.

I also agree to defend, protect and indemnify Challenge Discovery from all claims and liabilities, including expenses, attorneys fees and costs, brought by a member of my family, or the family of my participating child or ward, arising from my participation in any Challenge Discovery activity or the use of its equipment or premises.

I further agree that if I have any legal dispute with Challenge Discovery which cannot be settled through discussions between the parties, I will attempt to settle the matter by mediation before a mutually acceptable mediator whose name appears in the registry of persons recognized by Virginia courts to be qualified persons for mediation assignments. I also agree that I will pay all costs and attorneys' fees incurred by Challenge Discovery in defending a claim or suit if the claim or suit is withdrawn by me or to the extent the Court or arbitration determines that Challenge Discovery is not responsible for the injury or loss.

I agree that, during the activities, I will not be under the influence of alcohol or any chemical substance or medication except medication specifically disclosed to Challenge Discovery and approved by its agents. In the event of an accident requiring medical attention, I authorize Challenge Discovery and its agents to render or seek emergency or first aid assistance, for me and to release medical information and incident reports to insurance companies and other persons or authorities deemed appropriate by Challenge Discovery.

If any portion of this Agreement is found by a court or other appropriate authority to be invalid, the remainder of the agreement nevertheless will be in force and effect.

Participant Signature _____ Date _____

(Complete **only if** your program is taking place at University of Richmond)

Recreation and Wellness Experiential Education Hold Harmless Clause

"I agree to indemnify the State of Virginia, the Trustees of the University of Richmond, the University of Richmond, and all of their officers, employees, and agents hereinafter referred to as Indemnitees, against all claims, or liability whatsoever arising from this agreement or the performance of this agreement including, but not limited to, the damage to or destruction of any property or injury or death to any person including such claims, losses, or negligent act, whether passive or active of Indemnitees."

All participants in experiential education activities run the risk of possible injury by the very nature of the activity and are encouraged to purchase health insurance. THE RECREATION AND WELLNESS DEPARTMENT HAS NO INSURANCE FOR ITS PARTICIPANTS, WHO SHOULD UNDERSTAND THAT PARTICIPATION IS AT ONE'S OWN RISK.

I _____ have read and understand the above "Hold Harmless Clause".
(Print Name)

Participant Signature _____ Date _____