TRIP PLANNING CHECKLIST

6-12 months prior to arrival: Deadline:_____
- ❑ Review **Trip Leader Planning Information** page on our website:
- ❑ Arrange transportation, plus a minimum of one vehicle for emergencies.
    - ❑ Arrange programs, presentations, printed information for parents' meetings.
    - ❑ Arrange parent/chaperone sign up.
    - ❑ Distribute *Eagle Bluff's Student & Adult Chaperone Medical Release Forms*.
    - ❑ Distribute *Parent Permission Forms* (*if your school requires them*).
    - ❑ Send information to parents (*refer to Parent/Guardian Information*).
    - ❑ Consult your group's administration regarding the need for a chaperone background check, policies related to student safety and abuse prevention, etc.

6 months prior to arrival: Deadline:_____
- ❑ Complete *Reservation Contract* and return to Eagle Bluff on or before the deadline.
- ❑ Contact Eagle Bluff if you would like assistance selecting classes and activities.

3 months prior to arrival: Deadline:_____
- ❑ Complete *Scheduling Form* and return to Eagle Bluff on or before the deadline.

2 to 4 weeks prior to arrival: Deadline:_____
- ❑ Review and finalize sample schedule sent, then contact the K-12 Overnight Coordinator with any questions. Requested changes must be made at least 3 weeks in advance.
- ❑ Verify time of arrival and departure to and from Eagle Bluff.
- ❑ Review Evening Activities (7:30-9:00), download lesson plans from our website or request copies from Eagle Bluff, and distribute this information to parents/adults who will be teaching/leading these activities.
- ❑ Review Pre-Activities and Journaling resources. See website for details.
- ❑ Confirm the correct minimum number of adult chaperones. **Remember: At least three (3) adults are required who are willing to go up on the West and East Tree Tops Ropes course, and four (4) adults are required for the South Tree Tops course and Rock Climbing class.**
- ❑ Plan quiet group activity/meeting for the 9pm-10pm time period.
- ❑ Develop a schedule for adult supervision of students including supervision during all free time, during evening activities, as they move from the dorm to their classes, and during KP.
- ❑ Review *Adult Chaperone Guide*.
- ❑ Review *Ropes Course Rules or Rock Climbing Rules handout.*
- ❑ Review *Eagle Bluff Code of Conduct* information.
- ❑ Review your school's child safety/sexual harassment policies. These policies are ==in force== and must be enforced while your students are at Eagle Bluff.
- ❑ Hold Parent/Chaperone information meeting to review chaperone roles and responsibilities.
- ❑ Assign parents/chaperones as aids to students with diagnosed behavioral disorders.
- ❑ Contact your local media (print &/or television to visit you while you are at Eagle Bluff.)
- ❑ *Assign students to:*
    - ❑ Class groups **(no more than 20 students per group, no exceptions)**
    - ❑ Dormitory rooms. Confirm the exact number of rooms assigned to your group by the K-12 Overnight Coordinator. Each dorm room sleeps 8.
    - ❑ KP and FoodWise schedule and review KP and FoodWise information handout, please refrain from assigning students/adults to KP who are scheduled with groups doing Treetops prior to KP Duty.
- ❑ *Assign adult chaperones to:*
    - ❑ Accompany and supervise students during classes—one adult per class minimum. One adult with previous canoeing experience is required to accompany all canoeing groups, four adults are required for Rock Climbing and South Ropes, and three

Assign adult chaperones to (cont.):

adults are required to go up on the East and West courses for Tree Tops.

- ❏ Teach evening activities. Remember to download and hand out appropriate lesson plans from our website.
- ❏ Daytime dorm monitor duty to be in dorm at all times for students who become sick or must be removed from class for disciplinary reasons.
- ❏ Dorm monitor duty after meals and between activities.
- ❏ KP and FoodWise schedule and distribute *KP and FoodWise Information* sheet.
- ❏ Evening patrol/Night duty.

❏ Collect *Eagle Bluff Student and Adult Medical Release form*s. (These forms must be presented to your Eagle Bluff liaison upon arrival.) Classes cannot begin until these forms are on file at Eagle Bluff. **ALL Medical Release Forms must be signed by a parent/guardian**.

Week leading up to trip:

- ❏ Lead classroom Pre-Activities (TeachingWEB). See website for details.
- ❏ Organize necessary first aid supplies/kits. Eagle Bluff provides most First Aid Supplies; however, we ask that in order to recover costs, you pay for used supplies that total more than $5.00.
- ❏ Remind students to label luggage, cameras, and personal items with student and school's name.
- ❏ Review *What to Bring and What Not to Bring* checklist with the students and chaperones.
- ❏ Remind students to pack needed outdoor weather gear on the top of their bags for easy access upon arrival.
- ❏ Remind students and adults that there is no food allowed during classes or in the dorm rooms—water bottles (water only) are allowed and recommended during classes.
- ❏ Inform students of quiet hours (10:00 p.m. to 6:30 a.m.).
- ❏ Review schedules with parents and chaperones, reminding them of important times and responsibilities.
- ❏ Review schedule with students.
- ❏ Complete *Accessibility Form* used to notify Eagle Bluff of students and adults with special needs (dietary, physical, behavioral, etc.) and to which group they are assigned.
- ❏ Finalize and confirm number of students and adults, verify that these numbers have not changed from information provided to Eagle Bluff.
- ❏ Arrange for a cell phone during travel for use to contact Eagle Bluff with an updated time of arrival if delayed for unforeseen reasons.
- ❏ Share any articles, photos, DVDs, etc with Eagle Bluff after your trip.
- ❏ Let Eagle Bluff know of any individuals or organizations to thank who have given their time, money, or efforts to your trip. Email schools@eagle-bluff.org

Our K-12 Overnight Coordinator will also be in touch with you the week prior to your visit to review a detailed *"Your Trip is One Week Away"* checklist.

Following your Trip:

- ❏ Review and lead TeachingWEB Post-Activities. See website for details.

- ❏ Share any newspaper articles, newsletter articles, photos, DVDs, etc with Eagle Bluff.

If you have any questions during the planning process, do not hesitate to contact Eagle Bluff staff for assistance: Phone: 507-467-2437 / 888-800-9558 (MN, WI, IA)