

Preparation Timeline

6+ MONTHS PRIOR

- The Outdoor Education (OE) Director emails the Registration Packet with the **Agreement** and **Curriculum Requests**.
- Email both completed forms to the OE Director within 15 business days to finalize and secure your spot.

4+ MONTHS PRIOR

- **Rental Agreement** and **Participant Packets** will be emailed to you.
- Get the **Rental Agreement** approved (district approval can take a while), signed, and returned by the deadline.
- Make transportation arrangements (check your rental agreement for arrival and departure times).
- Review the **Coordinator Packet**.
- Make certain PO paperwork is processed (call our office for an invoice if needed) and submit the deposit by the deadline.

3 MONTHS PRIOR

- Schedule a meeting with parents and students to talk about the trip. Our website video and presentation PDF are great resources to use. Ask the OE Director for a PDF copy of the presentation. Returning schools can email the OE Director to request a school visit for an additional fee. New schools can request a presentation for free.
- **90 day deadline** to request to change anything on the rental agreement (e.g. student numbers) without penalty.
- The OE Director will notify you when the **Deposit** has been received and confirm if your registration is complete.

1-3 MONTHS PRIOR

- Schedule several chaperone meetings to explain trip logistics, fundraising, adult responsibilities, and ensure their paperwork/background checks have been processed. Distribute the **Adult Packet** and collect the completed adult forms.
- Send the **Student Packet** home with students.
- Collect and be sure ALL of the adult and student forms are complete and SIGNED. Organize them into five (Student Info, Med Order, Student Behavior, Adult Info, Adult Conduct) separate alphabetized piles, and turn in with the meds upon arrival.
- Email the OE Director the estimated number of girls, boys, female and male chaperones, faculty, buses, and vehicles.
- The OE Director will then email you the finalized schedule, roster assignments, and blank rosters to begin filling out.
- **30 day deadline** to request to shift the student range up to 20 students in one direction. After this 30 day deadline, the school agrees to the conditions in the rental agreement.

1- 2 WEEKS PRIOR

- Create name tags for students and adults with study group, table, and cabin. They **MUST** know their groups prior to arrival.
- Email a copy of the rosters seven days before your arrival, and a finalized version at least two days before.
- Contact the OE Director if you have students with significant special accommodations (e.g. severe autism, diabetes, severe mobility issues, etc.) that require extra assistance from an aide or parent/guardian. Pathfinder staff cannot assist in the special care and supervision of participants with significant accommodations such as those listed above.
- Remind participants and/or the school cafeteria to bring sack lunches for students and adults on the first day.
- Remind participants to bring water bottles, appropriate clothing, and necessary equipment.
- Remind participants to check the weather reports and pack accordingly based on the Equipment List.
- Collect and organize all medications and **Medication Order Forms** – do not wait until the day of departure.
- Buy a case or two of bottled water for students who will forget or lose their own.
- Relax, take a deep breath, and remember that all the hard work and headaches are worth it!