

Planning Checklist for Participating Teachers

To assure the smooth operation of the outdoor education program, we recommend that the schools follow this planning checklist. The checklist has been developed through the input of previous attending teachers and principals. Should you have questions regarding any of the steps, please call 1-937-289-2031 ext. 221- Bev Cinnamon

STEP ONE!

- Make reservation on line; return your signed contract with a 50% deposit or purchase order for the full amount.
- Schedule transportation to and from JOY.
- Secure Funding.
- Arrange for nursing services through your school district or assign a teacher to the task.

6 TO 8 WEEKS BEFORE YOUR VISIT

- Meet with all colleagues and pass out copies of the planning packet.
- Determine your visit objectives, select JOY classes and begin integrating outdoor education into your classroom. Check online for specific class content, and grade level standards.
- Prepare pre & post activities, begin integrating living history information into classroom, any awards, ceremonies or free time activities.
- Be prepared for an initial email from JOY to discuss the details of your visit and answer any of your questions. Meetings or programs can be arranged if needed.
- Duplicate and distribute parent information forms. Set a due date for students to return forms and payment.
- Recruit cabin chaperones (high school students or adults) and set a date one to two weeks prior to arrival for a chaperone training session. **Teachers, chaperones, and students must fill out and sign the Acknowledgment of Risk and Medical Form. Please have nametags for all attending.**

4 WEEKS BEFORE YOUR VISIT

- CONTACT JOY WITH THE GUARANTEED NUMBER OF STUDENTS BY THE DATE INDICATED ON YOUR CONTRACT! Please read over the contract carefully!
- Provide JOY with Class and Evening Program Choices. **Send in the Logistics and Detail Form.**
- Collect Acknowledgment of Risk and Medical forms (with doctor's written permission) and payment.
- Assign students to Trail, Cabin and Dining Hall groups. **Make name tags for students and adults.**
- Make Alphabetical Master List of students that includes Trail, Table, and Dining Hall groups.
- Prepare the Alert sheet from the Medical forms. **INCLUDE ALL NEEDED INFORMATION!**

3 WEEKS BEFORE YOUR TRIP

- Mail, email or FAX copies of Group Lists, Master List and Alert Sheet. Keep originals! (Optional, but helpful)
- Hold a training session for chaperones.** Copy and distribute chaperone information. Sign up Ropes, and Underground Railroad/Trail of Tears role. Thoroughly explain your trip expectations, and the responsibilities of the chaperones.

FINAL REMINDERS BEFORE YOUR VISIT

- Collect Acknowledgment of Risk and Medical Forms. Alphabetize medical forms; separate Chaperone and Teacher forms from student forms and check for signatures of participants and parents. Collect student medications. Store in individual zip lock bags for easy identification. Complete the Medication List for your use.
- Remind students to pack a lunch for the first day!** *(Depends on contract. Contact Joy Coordinator if unsure)*