

Six Months Prior to Trip:

- Contact the Group Services Director to:
 - Discuss choices for classes and evening programs
 - Draw up Short Term Agreement
- Arrange for transportation to and from camp
- Make sure all dates, prices and number of people expected are accurate and outlined on the agreement
- Return one signed copy of the Agreement with deposit.
- Develop and implement fundraising needs if necessary

Five to Three Months Prior to the Trip:

- Confirm deposit sent by due date (see Agreement)
- Confirm Schedule and learning classes with Camp

One Month to One Week Prior to Trip:

- Send Insurance Papers with Camp Ockanickon listed as **Additionally Insured**
- Give Students “What to Bring” List
- Discuss trip goals and behavior expectations with students
- Give rules and regulations to staff and chaperones
- Give Health Forms, Hospital Releases, and Trip Permission forms to parents
- Confirm Nurse to stay at Camp with School
- Mail or fax the schedule with all revisions to Camp
- Make arrangements for a vehicle for emergency use
- Finalize number of students, chaperones and staff attending
- Organize students into learning and cabin groups
- Select cruisers – one for each table
- Call Food Services Director with any dietary needs at least two weeks prior to camp.
- Give a schedule to all students, chaperones and teachers
- Confirm the meeting location at Camp

Before You Leave School:

- Check bus schedule for return trip
- Determine the final count of students, chaperones and staff
- Bring the following papers:
 - List of students organized by cabin and learning groups
 - Every student’s health form and hospital release – These should be kept with the schools nurse
- Maps to Camp and of Camp
- Sit back, relax, and enjoy the trip. See you at Camp!

