

# Lead Teacher Timeline

## As Soon As Possible

- ☐ Email **Reservation Contract** (mail deposit for new schools)
- ☐ New Schools: Arrange a parent and/or student pre-trip meeting at your school
- ☐ Recruit physically-active chaperones, at least one for every cabin and field group
- ☐ Arrange for transportation through your school, or private charter
- ☐ Suggestion: Collect a deposit from students to secure their spot on the trip

## 3 months before

- ☐ Email the completed and signed 3-page **Trip Planning Form**
- ☐ Send out the **Parent and Chaperone Information**
- ☐ Send out the online link to the **Health and Release Form** (link will be emailed to you)
- ☐ Suggestion: Collect second payment from students and chaperones

## 2 months before

- ☐ Confirm your final numbers of participating students and adults & notify MEC of any changes

## 1 month before

- ☐ Email the **Field Group Lists** and **Cabin Group Lists** to us
- ☐ Check that all participants attending have completed the online **Health and Release Form**
- ☐ Host a meeting with your chaperones to prepare them for the trip expectations
- ☐ Suggestion: Collect the remainder of student payment

## 2-3 weeks before

- ☐ Check that all participants attending have completed the online **Health and Release Form**
- ☐ *If using paper forms:* Mail the original **Health and Release Form** to us. Please arrange them alphabetically, split by student and adult.

## 1 week before

- ☐ Contact us to check in about last minute updates, details, and estimated arrival time
- ☐ Make copies of the Cabin and Field Group Lists for all of your chaperones and co-teachers

## DAY of the trip (before leaving the school)

- ☐ Collect all medicines and be sure they are in original containers w/**Medication Packing Sheet**
- ☐ Pack luggage - separated by cabins in cars or buses
- ☐ Be sure everyone has bedding, appropriate clothes for the weather, and water bottles
- ☐ Hand out copies of the Cabin and Field Group Lists to your chaperones and co-teachers

## ARRIVAL at Camp:

- ☐ Meet the MEC staff greeters at the Welcome Center
- ☐ Give any last-minute group changes to the staff greeters
- ☐ Turn in all medicines and final paperwork, including inhalers & epi-pens to the Nurse
- ☐ Get settled into your cabin, then join us for the Welcome Meeting and Lunch
- ☐ Relax and have a great time!