

# 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 prior**

- 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 prior**

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

## **1 MONTH prior**

- 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 prior**

- 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 prior**

- Contact us to check for last minute updates and details
- 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!