

Planning Checklist

This Section is designed to give an overview of the planning process for a trip to Cameron Lake

Setting Objectives

- For Students
- For Adult Helpers
- For Yourself

Booking

- Site
- Transportation
- User Agreement Signed and Delivered

On Site Plans

- Program
- Schedules (One Copy to Principal and One to Site Coordinator)

Student Preparation

- Pre-Trip Activities and Lessons
- Knowledge of site facilities and rules
- Knowledge of Conduct Standards
- Clothing and Equipment List

In School Arrangements

- Principal Support
- Arrangements for Students unable to attend
- Permission / Medical Forms returned to Principal

Orientation to the Site

- Yourself
- Adult Helpers

Food Arrangements

- menu planning (one copy to the principal)
- shopping
- Costs

Parent Communication

- Information Sent
- Permission / Medical Forms sent Home
- Climbing Wall Waivers and Policies sent home. (Must be returned to Coordinator, call-in is not allowed).

Safety

- Vehicle and Driver on site at all times
- List of students with medic alerts and Allergies
- Buddy System established
- Code of Conduct Established
- Appropriate clothing and equipment list Checked
- Qualified First Aid Person Designated
- Whistles issued to group leaders

Resources

- Outdoor Environmental Studies Guide

Equipment

- for lessons and activities to be undertaken
- list for students and parents

Adult Helpers

- Information (Have them read this Handbook)
- Responsibilities
- Groups Assigned
- Ratios Followed
- Parents with special skills identified

Follow-Up

- Student Activities
- Evaluation of the Center / Suggestions
- Acknowledgements
- Materials and Equipment Returned