

Planning a Trip to CWES

Trip Coordinator Preparation Checklist

- I completed a **Reservation Form** and submitted it to Jordan King.
- I reviewed the **Session Descriptions** and determined which lessons best suit the objective of my group.
- I returned my completed **Program Planning Form** 4 weeks prior to my visit.
- I returned my **Menu Selection Form** (*schools taking CWES meals only*).
- I returned the **Dorm Assignment** and/or **Cabin Assignment** sheets (*overnight groups only*).
- I made arrangements for busing my group to CWES for our program and have given the bus driver directions.
- I decided what I would like to do with my students between 4:00 p.m. and 5:30 p.m., the time that I am responsible for the students while the CWES staff prepares for the evening (*overnight groups only*).
- I have distributed the **Trading Post Price List** to my students (*optional*).
- I have sent out a **Permission Letter, Packing List**, and medical form to all parents.
- I have chosen and contacted chaperones so I have a 1:10 adult:student ratio for the trip.
- I have been contacted by Jordan King and we have finalized our schedule for the trip.
- I made name tags for all students and chaperones.
- I received all of the **Permission Slips** and medical forms from parents.
- I have an adult coming on the trip who is First Aid and CPR trained and certified (*overnight groups only*).
- I gave my school the **CWES Phone Extensions** so that they can reach me in an emergency.
- I gave all of the teachers a copy of the **Teacher's Role** form and prepared them for the experience.
- I have **Directions** to CWES and am ready for the trip.
- I know that CWES will bill the school after the trip, so I do not need to bring along a check.