

## Blue Ridge Trip Planner Checklist

This timeline contains all the information you will need to plan your visit. Please **read through it in its entirety** now, and then continue to refer to it as you plan your trip. If you need other assistance, please feel free to call (706) 886-7621 or email [blueridge@alltel.net](mailto:blueridge@alltel.net)

### **At least 5 months before arrival:**

- Reserve your preferred dates up to a year in advance by calling (706) 886-7515 or emailing [blueridge@alltel.net](mailto:blueridge@alltel.net)
- Estimate number of students and chaperones, send to [blueridge@alltel.net](mailto:blueridge@alltel.net)
- Read the Lead Teacher Letter

### **Completed at least 3 months before arrival:**

- Plan for collection of student money. (Many teachers 1. Require a non-refundable deposit from students well before the trip. 2. Have students pay in monthly installments from the beginning of the school year.)
- Send in the signed contract and deposit check to confirm reservations
- Recruit chaperones
- Make transportation arrangements (school bus, charter bus, other)

### **Completed at least 2 months before arrival:**

- Choose your classes and set up your schedule with Blue Ridge staff. Send us your completed Class Selection Sheet at [blueridge@alltel.net](mailto:blueridge@alltel.net) or call us at (706) 886-7621
  - Refer to:
    - Class Descriptions
    - Rates
    - Sample Schedule
  - \*Note difference between regular class and adventure class prices.
- Make requests for special services such as special dietary needs (including food allergies), medical needs, housing requirements, etc.
- Plan pre trip lesson plans and activities. Create student journals if you wish. If you are interested in journal pages, please contact us at [blueridge@alltel.net](mailto:blueridge@alltel.net)!

### **Completed at least 1 month before arrival:**

- Assign each student to both a field group and a cabin group. Cabin groups should have up to 12 students and 1 chaperone. Field groups should be mixed gender – contact [blueridge@alltel.net](mailto:blueridge@alltel.net) to find out how many field groups you will need.
- Send letters and forms home to parents and chaperones – insist that the deadline be at least a week before the scheduled trip. All forms and letters can be found here:

For Students:

[Student Letter and Packing List](#)  
[Rules of Conduct Form](#)

For Parents:

[Parent Letter, Medical Information and Packing List](#)  
[Health Form](#)  
[Release Form](#)

For Chaperones:

[Chaperone Letter](#)  
[Health Form](#)  
[Release Form](#)

- Plan to have a check cut for the remainder of the fees
- Plan to purchase T-shirts, bandanas, water bottles or stickers if desired. It is helpful if you collect the money ahead of time and make a list of names and sizes. This will save time and headaches on the last morning. If you plan to pre-order, please email us before your arrival and attach a completed [Merchandise Order Form](#) to the email. Check out our merchandise on the Blue Ridge website.
- Encourage students and parents to visit [www.blueridgeoec.com](http://www.blueridgeoec.com)
- Plan and host a Chaperone Orientation Meeting

### **By 1 week before arrival:**

- Collect forms and paperwork from parents and chaperones. Alphabetize medical forms and release forms to give Blue Ridge staff.
- Review [Last Minute Reminders](#)
- Make name tags for students
- Review rules with students

### **Departure Day:**

- Collect medications. Compare with your medication schedule to check that students have brought needed medications. Assign students to vehicles. Pack vehicles and have a safe trip. We will see you here!