

## Blue Ridge Trip Planner Checklist

This timeline contains all the information you will need to plan your visit.

Please read thoroughly now and continue to refer to this checklist as you plan your trip. If you have any questions please feel free to call (706) 886-7621 or email [blueridgedir@campmikell.com](mailto:blueridgedir@campmikell.com).

### Up to 1 year before arrival:

- Reserve your preferred dates up to a year in advance by calling 706-886-7515 or emailing [blueridgedir@campmikell.com](mailto:blueridgedir@campmikell.com).
- Upon reservation, you will receive a reservation contract to review, sign, and return to Blue Ridge within 30 days of receipt as well as a \$250.00 reservation deposit to confirm reservations and hold dates

### Completed at least 3 months before arrival:

- Plan for collection of student money. Many teachers require a non-refundable deposit from students well before the trip and have students pay in monthly installments from the beginning of the school year.
- Recruit chaperones. See **Chaperone Letter**, **Health Form**, and **Activities Disclosure and Permission Form**.
- 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 your completed **Class Selection Sheet** to [blueridgedir@campmikell.com](mailto:blueridgedir@campmikell.com) or fax us at (706) 886-7580.
- Make requests for special services such as special dietary needs (including food allergies), medical needs, housing requirements, etc.
- Create student journals if you wish. If you are interested in journal pages, please contact us.

### 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 us](#) to find out how many field groups are needed.
- Send letters and forms home to parents and chaperones – insist that the deadline be at least a week before the scheduled trip.
- 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

**Completed 1 week before arrival:**

- Collect and alphabetize Health Forms and Activities Disclosure and Permission Forms.
- 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.
- Pack vehicles and have a safe trip.
- Please use the driving directions from our website and call us when you get to Toccoa.

We will see you here!

**Forms and letters**

For Students:

- Student Letter and Packing List
- Rules of Conduct Form

For Parents:

- Parent Letter, Medical Information and Packing List
- Health Form
- Activities Disclosure and Permission Form

For Chaperones:

- Chaperone Letter
- Health Form
- Activities Disclosure and Permission Form

Please remember that a Health Form and an Activities Disclosure and Permission Form should be completed and turned in for all participants (students, chaperones, teachers).