

# Lead Teacher Checklist

- Make your reservation:
  - Email **Reservation Information Form**
  - Receive Reservation Contract
  - Return signed Reservation Contract
  - Send reservation deposit
  - Send advanced deposits according to schedule in Reservation Contract
- Information to be sent to BROEC before trip:
  - Send updated student/teacher/chaperone numbers
  - Email **Class Selection**
  - Email **Dietary Needs Summary**
  - Email **Trip Details Form**
  - Send the number of personal vehicles expected
  - Send name(s) of people celebrating birthdays during your trip
- For students and their parents/guardians:
  - Parent Letter**
  - Student Letter**
  - Packing List**
  - Rules of Conduct**
  - \*Student Activities Disclosure and Permission Form\***
  - \*Student Health Form\***
- For teachers and chaperones attending:
  - Chaperone Letter**
  - Packing List**
  - Rules of Conduct**
  - \*Adult Activities Disclosure and Permission Form\***
  - \*Adult Health Form\***
- \*Collect from EVERYONE and bring to BROEC\*
  - Alphabetized STUDENT **Health and Activities Disclosure and Permission Forms**
  - Alphabetized ADULT **Health and Activities Disclosure and Permission Forms**
  - Mark **Health Forms** with a red X on the upper right hand corner for attendees who have asthma, diabetes, seizure history, insect allergies, or any other unusual restrictions or medical needs
- Prepare everyone for your trip: **Make sure everyone is prepared to learn and be active!**
  - Host informational meetings for parents and chaperones
  - Review **Rules of Conduct** and expectations with students
  - Share **Driving Directions** with people driving separately
  - Check the weather forecast for Toccoa, GA
- Group Assignments:
  - Assign field groups (every field group must have at least one adult)
  - Assign cabin groups (every cabin must have at least one adult)
  - Make name tags for students and adults with their field group name and cabin name
  - Share copies of field group and cabin lists with adult attendees