

# Trip Planning Timeline

*\*See Trip Planning Packet for all documents named in italics\**

## **Up to one year before arrival**

- Email completed *Reservation Information Form* to [blueridgedir@campmikell.com](mailto:blueridgedir@campmikell.com).
- Upon reservation, you will receive a reservation contract to review, sign, and return within 30 days along with a reservation deposit to confirm reservations and hold dates.

## **As soon as possible**

- Make transportation arrangements (school bus, charter bus, other).
- Recruit physically active chaperones.
- Plan for collection of student money (consider deposits, monthly installments, etc.).

## **At least 3 months before arrival**

- Send *Letters and Forms* home to parents and chaperones – insist that the deadline to turn in forms be at least two weeks before the scheduled trip.
- Plan and host a Chaperone Orientation Meeting. Feel free to review our *Teacher/Chaperone Orientation* sheet.

## **At least 2 months before arrival**

- Email completed *Class Selection* sheet.
- Email completed *Dietary Needs Summary* and any other medical needs, housing requirements, etc.
- Create student journals if you wish.

## **At least 1 month before arrival**

- Email completed *Trip Details Form* to find out how many cabins and field groups you will have.
- Assign each student to both a field group and a cabin group. **Per ACA guidelines there must be at least 1 adult in each cabin and each field group.**
- Encourage students and parents to visit [www.blueridgeoec.com](http://www.blueridgeoec.com).

## **At least 2 weeks before arrival**

- Collect forms and paperwork from parents and chaperones. Alphabetize Health and Activities Disclosure and Permission forms for BROEC staff.
- Review *Last Minute Reminders*.
- Make name tags for students that include their cabin and field group names.
- Review *Rules of Conduct* with students.
- Make copies of cabin and field group lists for all adult attendees.

## **One week before arrival**

- Check the weather forecast for Toccoa, GA and make sure everyone packs appropriate clothes for the weather.

## **Departure day**

- Collect medications. **Please check that students have brought needed medications (especially inhalers, epi pens, etc.).**
- Be sure everyone has bedding, appropriate clothes and layers, and water bottles.
- Have a safe trip. We will see you here!

## **Arrival at Camp Mikell property**

- When you approach Toccoa, please give us a call to let us know you are near. Our office number is (706) 886-7621. We will meet you near the bus parking lot!
- Help organize adults to unload luggage from vehicles.
- Turn in Health and Activities Disclosure and Permission forms to BROEC staff.