

# PLANNING YOUR TRIP Checklist

GETTING READY FOR YOUR  
LONG LAKE ADVENTURE!

Greetings from Long Lake! Thank you for your dedication to education and the extra effort spent planning this Long Lake Nature School Adventure for your students! We look forward to planning this trip with you!

- Reserve your dates by completed and returning the registration form to [beth@longlakecc.org](mailto:beth@longlakecc.org).
- Choose your teachers/chaperons. Provide each one with the Chaperon Expectations document. Long Lake recommends a ratio of 1 adult to 10 students.
- Hand out the Liability, Permission, Diet and Health forms to every adult and student attending the trip. Have these forms returned to the coordinating teacher at least two weeks in advance.
- Long Lake will send you a Google Trip Planning Workbook. This is where you begin planning color groups, choosing classes, assigning rooms and communicating dietary and health concerns to LLCC.
- Review the Student Expectations with your students.
- Share the Student and Chaperon Packing lists with attendees.
- Bring your signed/completed Liability, Permission, Diet and Health Forms with you to give to Long Lake upon arrival.
- Prepare your gear (see adult & student packing lists).
- Communicate with your school nurse and prepare a plan for collecting student medications and administering them while on the trip (Long Lake staff do not administer medications)
- Inform your participants of the following information BEFORE your arrival at Long Lake: room number and color group.
- If paying upon arrival, bring payment.
- Review follow-up information, including post-visit evaluations, CEU letters (if requested) and more, sent to you by Long Lake.
- Reserve your dates for next year!

## PLANNING TIPS



- Tackle the big stuff first. Pick your classes and color groups arranged, and make sure everyone has completed the Liability, Permission, Diet and Health forms
- Make sure to complete the Diets and Birthdays tab of the planning workbook at least 2 weeks before your trip.
- Allow plenty of time for fund-raising and/or collecting funds from parents.
- If you choose to have the Canteen/ Gift Shop open during the trip, make sure participants know how you would like them to bring money (ie. turn in to teachers or keep in luggage)
- Remember, Long Lake has got you covered. When in doubt, contact our education team leader, before, during and after your trip:

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