

TRIP PLANNING PROTOCOLS

Garfield Outdoor Education Post



Countdown Tasks

| | |
|----------------------|--|
| Weeks | Complete these during the countdown week assigned. |
| | Black: Advisor's recommendations -- ask; each one has good reasons Red: Safety protocols -- trip cancellation if not all met by week -2. |
| 8 | Coordinator (you) appoints other Trip Leaders: Assistant Coordinator - team plans/gear can be delegated here Base Leader - base gear and setup can be delegated here Kitchen Leader - menu/shopping can be delegated here Menu Decided Budget Approved (food, transport , gear, other) by E.C. Treasurer Present objectives and supporting goals for your trip in class. After the trip, you'll see if you successfully completed these. |
| 7 | Finalize marketing plan -- how will campers know about trip? |
| 6 | Transportation arranged List and prepare all forms needed -- ask other E.C. or Advisor |
| 5 | Chaperones confirmed -- adults need lots of planning time |
| 4 | Plan food, gear shopping trip |
| 3 | Finalize trip schedule Submit trip plan to Principal for approval |
| 2 | Finalize trip staff list Master gear list for trip submitted to Gear Coordinator Pre-trip meeting for campers/staff -- staff must understand jobs Reject incomplete camper applications – open wait list Give status briefing to adult Advisor -- make go/no-go decision |
| 1 | Close application intake -- late signups will cause confusion Submit finalized lists to GHS office -- campers, staff & chaperones Confirm transportation -- are you sure the rides will show up? Copy and archive forms -- health insurance copies come on trip Pack Gear Buy food |
| Trip! | Relax. Make sure your trip staff are doing their jobs. |
| After trip +1 | Debrief original trip objective and goals in class -- discuss success Evaluate success of trip objective (1-10), Critique for next time Accounting & reimbursements Clean & store gear Celebrate - This is a big project. Congratulate yourself! |