

## LONG LAKE CONSERVATION CENTER

# PRE-TRIP CHECK LIST

- Make reservation with LLCC.
- Gain administrative approval.
- Copy and send home information for parents.
- Hold informational meeting for parents.
  - \_\_\_ First-time schools: schedule presentation by LLCC staff.
- Raise funds and/or collect money.
- Arrange transportation.
- Line up parent-chaperones.
- Meet with team of teachers:
  - \_\_\_ Choose activities;
  - \_\_\_ Fill out Action Plan;
  - \_\_\_ Make room assignments and fill out room roster.
- Send Action Plan, 3 weeks prior to visit, by fax, mail, or e-mail.
- Brief parent-chaperones on details of the trip.
- Collect Permission Forms.
- Collect and review Health Forms.
- Review Packing List with students.
- Discuss Expectations and Guidelines with students and staff.
- Assign "Color Groups" (Student activity groups).
- Don't forget to pack your toothbrush!
- Go.

## POST-TRIP CHECK LIST

- Schedule next year's Long Lake Experience.
- Pay invoice within **30 days**.
- Begin follow-up lessons and units with students.
- Send thank-you notes to chaperones.
- Complete and return evaluation form to LLCC.
- Have students assemble displays or programs about the trip.