

# Trip Planning Checklist

## **6-12 months prior to arrival:**

- Review Program Planning Guide on our website
- Arrange transportation, plus a minimum of one vehicle for emergencies.
- Arrange parent/chaperone sign up.
- Distribute MTOS Student & Adult Chaperone Medical Release Forms.
- Distribute Parent Permission Forms (if your school requires them).
- Send information to parents (refer to Parent/Guardian Information).
- Consult your group's administration regarding the need for a chaperone background check, policies related to student safety and abuse prevention, etc.
- Complete Reservation Contract and return with deposit to [MTOS@kanuga.org](mailto:MTOS@kanuga.org) on or before the deadline.***

## **3 months prior to arrival:**

- Complete Scheduling Form and return to [MTOS@kanuga.org](mailto:MTOS@kanuga.org) on or before the deadline.***
- Schedule time with MTOS staff for a chat about trip logistics

## **2 to 4 weeks prior to arrival:**

- Verify time of arrival and departure to and from MTOS.
- Review Adult Chaperone Guide.
- Review your school's child safety/sexual harassment policies. These policies are in force and must be enforced while your students are at MTOS.
- Hold Parent/Chaperone information meeting to review chaperone roles and responsibilities.
- Assign adult to administer student's medications during trip
- Contact your local media (print &/or television to visit you while you are at MTOS.)
- Assign students to:
  - Class groups (no more than 15 students per group, no exceptions)
  - Cabins → Confirm the exact number of cabins assigned to you. Each cabin room sleeps 16.
- Assign adult chaperones to accompany and supervise students during classes and cabins—one adult per class/cabin minimum.

- **Collect MTOS Student and Adult Medical Release forms and either e-mail or mail to [MTOS@kanuga.org](mailto:MTOS@kanuga.org). Forms must be signed by a parent/guardian.**
- **Send MTOS food allergies or dietary preferences form to [mtos@kanuga.org](mailto:mtos@kanuga.org) on or before the deadline.**

### **Week leading up to trip:**

- Organize necessary first aid supplies/kits. MTOS provides most First Aid Supplies;
- Remind students to label luggage, cameras, and personal items with student and school's name.
- Review What to Bring and What Not to Bring checklist with the students and chaperones.
- Remind students to pack needed outdoor weather gear on the top of their bags for easy access upon arrival.
- Remind students and adults that there is no food allowed during classes or in the dorm rooms—water bottles (water only) are allowed and recommended during classes.
- Review schedules with parents and chaperones, reminding them of important times and responsibilities.
- Review schedule with students.
- Finalize and confirm number of students and adults, verify that these numbers have not changed from information provided to MTOS.
- Arrange for a cell phone during travel for use to contact MTOS with an updated time of arrival if delayed for unforeseen reasons.
- Let MTOS know of any individuals or organizations to thank who have given their time, money, or efforts to your trip. Email [mtos@kanuga.org](mailto:mtos@kanuga.org)

### **Following your Trip:**

- Share any newspaper articles, newsletter articles, photos, DVDs, etc with MOTS. If you have any questions during the planning process, do not hesitate to contact MTOS staff for assistance.

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**Please contact us with any questions during your planning process!**

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