

PLANNING CHECKLIST

4-12 months prior to arrival:

Deadline: _____

- Review *Program Planning Guide* and *Appendix* in their entirety.
- Arrange transportation, plus a minimum of one car for emergencies.
- Arrange programs, presentations, printed information for parents' meetings.
- Arrange parent/chaperone sign up.
- Distribute *Eagle Bluff Student & Adult Chaperone Medical Forms*.
- Distribute *Parent Permission Forms* (if your group requires them).
- Send information to parents (refer to *Parent/Guardian Information*).
- Consult group administration regarding the need for a chaperone background check, policies related to student safety and abuse prevention, etc.

4 months prior to arrival:

Deadline: _____

- Complete *Reservation Contract* and return to Eagle Bluff on or before the deadline.
- Contact Eagle Bluff if you would like assistance selecting classes and activities.

6-8 weeks prior to arrival:

Deadline: _____

- Complete *Scheduling and Billing* form and return to Eagle Bluff on or before the deadline.

2 to 4 weeks prior to arrival:

Deadline: _____

- Complete the *Program Accessibility* form and return it to Eagle Bluff on or before the deadline
- Complete the *Snack Request* form and return it to Eagle Bluff on or before the deadline.
- Review sample schedule sent, then contact the Group Event Coordinator with any changes. *Requested changes must be made at least 2 weeks in advance.*
- Verify time of arrival and departure to and from Eagle Bluff.
- Review Evening Activities (6:30-9:00), request lesson plans from Eagle Bluff, and distribute this information to parents/adults who will be teaching/leading these activities.
- Confirm the correct minimum number of adult chaperones. **Remember: At least three (3) adults are required who are willing to go up on the West and East Tree Tops Ropes course, and four (4) adults are required for the South Tree Tops course and Rock Climbing class.**
- Plan quiet group activity/meeting for the 9:00 – 10:00 p.m. time period.
- Develop a schedule for adult supervision of students including supervision during all free time, during evening activities, and as they move from the dorm to their classes.
- Review *Chaperone Responsibilities Guide*.
- Review Ropes Course Rules or Rock Climbing Rules handout.
- Review Eagle Bluff Policies information.
- Review your organization's child safety/sexual harassment policies. These policies are in force and must be enforced while your students are at Eagle Bluff.
- Hold Parent/Chaperone information meeting to review chaperone roles and responsibilities.
- Assign parents/chaperones as aids to students with diagnosed behavioral disorders.

Assign students to:

- Class groups (**no more than 20 students per group, no exceptions**)
- Dormitory rooms. Confirm the exact number of rooms assigned to your group by the Group Event Coordinator. Each dorm room sleeps 8.

Assign adult chaperones to:

- Accompany and supervise students during classes – one adult per class minimum. One adult with previous canoeing experience is required to accompany all canoeing groups, four (4) adults are required for Rock Climbing and South Ropes, and three (3) adults who will go up on the East and West courses are required for Tree Tops.
- Teach evening activities. Remember to download and hand out appropriate lesson

plans from our website: www.eagle-bluff.org.

- ❑ Day-time dorm monitor duty to be in dorm at all times for students who become sick or must be removed from class for disciplinary reasons.
- ❑ Dorm monitor duty after meals and between activities.
- ❑ Evening patrol/Night duty.

- ❑ Collect *Student and Adult Medical Release* forms. (These forms must be presented to your Eagle Bluff liaison upon arrival.) Classes cannot begin until these forms are on file at Eagle Bluff. **All student medical forms must be signed by a parent/guardian.**
- ❑ Organize necessary first aid supplies/kits. Eagle Bluff provides most First Aid Supplies; however, we ask that in order to recover costs you pay for used supplies that total more than \$5.00.
- ❑ 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 to label luggage, cameras, personal items, etc. with student and organization's name.
- ❑ 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.
- ❑ Inform students of quiet hours (10:00 p.m. to 6:30 a.m.)
- ❑ Review schedules with parents and chaperones, reminding them of important times and responsibilities.
- ❑ Review schedule with students.
- ❑ Notify Eagle Bluff of students with special needs (behavioral, physical, dietary, etc.) and to which group they are assigned.
- ❑ Finalize and confirm number of students and adults, verify that these numbers have not changed from information provided to Eagle Bluff.
- ❑ Arrange for a cellular phone during travel for use to contact Eagle Bluff with an updated time of arrival if delayed for unforeseen reasons.

Our Group Event Coordinator will be in touch with you the week prior to your visit to review a detailed "Your Trip is One Week Away" checklist.

If you have any questions during the planning process, do not hesitate to contact Eagle Bluff staff for assistance:

Phone: 507-467-2437
888-800-9558 (MN, WI, IA)
Fax: 507-467-3583