

**YMCA Willson
Teacher Planning Checklist**

The first steps:

- ___ Outdoor Education dates set, contract and deposit sent to Willson. Date completed: _____
- ___ Purchase Order and transportation arranged.
- ___ Inform parents and students of the experience
- ___ Set up the slide show and planning meeting with the Outdoor Education Director (ideally 4-6 weeks prior to the visit.) Class schedule to be determined at the meeting and written by the Outdoor Education Director.
- ___ Send necessary forms home with students (health form, horseback riding release form if applicable, clothing and equipment list etc). (Either the day before or after the slide show)
- ___ Recruit and screen cabin leadership (1:10 ratio)
- ___ Collect money and forms (completed at least 2 weeks before your experience)
- ___ Call with any questions or concerns that you might have.

Note: You will receive a "supplemental packet" of information prior to your visit that will also help walk you through the process and provide you with important forms.

Information to have at the Planning Meeting/Slide Show:

- The approximate number of students (male and female), teachers and chaperones you plan to bring.
- Ideas about which classes and evening programs you would like to have.
- The times buses can leave school (day 1) and need to return to school (departure day)
- Knowledge of any medical/food/behavior concerns any participants might have
- Determine the actual cost to the students (if you need to include any additional costs such as buses, additional chaperone costs, crafts fairs, etc.
- Schedule a planning meeting with all chaperones
- Questions/concerns you, other teachers or parents have

One week before your experience:

- ___ Fax the school finalization form that provides the number of participants and other related information.
- ___ Equipment and supplies gathered
- ___ Confirm the buses.
- ___ Finalize cabin and study group assignments (table assignments if applicable). Bring a copy for the Outdoor Education Director
- ___ Watch the weather forecasts and make sure students are preparing for the weather.
- ___ Distribute a copy of the Outdoor Education schedule, map and Cabin Leader Orientation to all chaperones.
- ___ Remind adults to bring flashlights, alarm clocks, spending money, and extra garbage bags with them.
- ___ Compile a list of major health/behavior concerns for the YMCA Staff
- ___ Double check all health history forms (and horse release forms if horseback riding) for completeness and parent signatures. Bring the school emergency cards also.
- ___ Assign chaperones to cabin and study groups.

Come to Willson and enjoy the experience with the Students!

Payment of Fees:

At the end of the Outdoor Education experience, the Outdoor Education Director and lead teacher will verify the number of students, adults, and services provided. The Outdoor Education Director will then give the teacher a copy of the invoice for payment. No additional copies of the invoice will be mailed to the school.

Payment is due net 30 days of service. All parent checks should be made payable to a school fund. The school check should be made payable to "YMCA Willson". The YMCA does not accept individual checks from parents, even for T-shirts.

Contact information:

YMCA Willson
2732 County Road 11
Bellefontaine, OH 43311-9382

Outdoor Education Director
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