

Trip Coordinators Checklist

This list is provided to guide you through steps necessary for the organization of your trip. Please contact us should you have any questions along the way. 845-225-8226

As Soon as You Decide to Attend Clearpool

- _____ Obtain a **contract** from our office. Read, sign and return to **secure your dates**.
- _____ Request a **“Certificate of Additional Insured”** from your insurance company, naming Clearpool Inc. for the dates of your trip. If you have multiple dates confirmed throughout the year, they can all be on one certificate. The certificate must include Workers Compensation coverage and Sexual Abuse coverage. If your school is exempt from carrying Workers Compensation, please have that indicated on the certificate. If your school doesn’t list Sexual Abuse coverage, it can usually be added at little or no cost. These listings are requirements of our insurance and must be attended to well in advance of your trip. If you are a NYC BOE self-insured school, please include a letter stating such with your contract.
- _____ Arrange for **nursing** if your school requires a nurse in attendance on the field trip. This is often dictated by the age of your students and their ability/inability to administer their own medication. If you need assistance finding a nurse, please call us.
- _____ An invoice will be issued for your trip. Please **pay the deposit** by the date indicated on the invoice, or call to make special arrangements.
- _____ Arrange **bus transportation**. Forward the bus company directions to the Clearpool Education Center. Please plan for at least one chaperone to drive a personal vehicle so you will have it in case of an emergency.
- _____ **Inform students and parents about the trip.**

- _____ Start **recruiting chaperones** for the trip. There should be one chaperone per 10 students and every group must have a chaperone with them at all times. If you wish for your chaperones to have breaks during the trip, please factor in enough chaperones so that a group is not alone when a chaperone is taking a break.
- _____ Start planning **fund-raisers** if that is part of how your school will fund the trip.
- _____ Schedule a **Planning Meeting** for our staff to meet with your staff and discuss goals for the trip, specific curriculum and other logistics.

At Least 8 Weeks Before the Trip

- _____ **Send students home with information about the trip** including:
 - _____ Clearpool **Health** Form
 - _____ Clearpool **Permission, Photo and Hospital Consent** Form
 - _____ Clearpool **What to Bring** (and Not to Bring) List
 - _____ Forms your school requires
- _____ Set up a timetable for **collecting the forms**.
- _____ Contact us if you would like a **student orientation** or a **parent orientation**.

At Least 4 Weeks Before the Trip

- _____ Inform Clearpool if the **number of students** and/or **adults** has **changed** since you submitted your contract.
- _____ Prepare your students for the upcoming experience, generate enthusiasm and anticipation! Conduct any special lessons you might have planned to prepare students academically for the trip.

1-2 Weeks Before the Trip

- _____ Assign students and chaperones to **cabin groups** and **class groups**. Assign **mealtime tables** if you wish, if not we will let the students sit wherever they like. There should however, be one adult at each table with up to 7 students whenever possible. Group assignment worksheets are in this packet and can be copied as needed.
- _____ Collect and check all **student forms for completion**.
- _____ Please make a list of all students who have diabetes, asthma, seizures, severe insect or food allergies or any other **special medical concerns** (the form is in this packet). **Bring a copy of this list to us with your medical forms.**
- _____ Tell our staff if any of your students will have a **birthday** during your trip!

The Day of the Trip!

- _____ Collect medications.
- _____ Check bus return schedule
- _____ Bring directions to Clearpool
- _____ Check student health and make sure all are well enough to come
- _____ Bring all student medical and permission/hospital/photo release forms for Clearpool
- _____ Bring the list of medical concerns (one for you and one for us)
- _____ Bring cabin, class and meal assignments (a copy for us and a copy for each of your adults)
- _____ Bring a check for the unpaid balance of your trip.
- _____ See you soon at Clearpool. Congratulations for making it this far! Now you can enjoy the trip!

When you arrive at Clearpool, stop at the Administration Building and let us know you are here, you will then be asked to proceed a bit further to the parking lot just past the dining hall. A Clearpool staff member will instruct you from there!