



# Day Group Trip Checklist

- Make reservations with Rock Eagle 4-H Center (706-484-2875).
- Collect and send deposit with signed contract to Rock Eagle to confirm reservations.
- Make transportation arrangements (arrival time 9:00 am for morning classes).
- Collect money for trip.

## **One month prior to arrival.**

- Choose classes and mail/fax Class Requests Form. Reserve audio/visual or other equipment needed for school-led classes on this form. Fax number 706/484-2888.
- Update Rock Eagle with current numbers.
- Hold chaperone meeting.
- Make teaching group assignments (Rock Eagle will assign the number of teaching groups according to student numbers).

## **Two weeks prior to arrival.**

- Call Rock Eagle with any special needs/dietary restrictions and update numbers.

- Make name tags.

## **7 days prior to arrival**

- Confirm your guaranteed numbers.

## **Arrival day**

- Load buses.
- Make sure students know their teaching group assignments.



- ☺ Finally arrive at the Rock! Register at the Administration Building upon arrival.

*Making the best better!*

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Rock Eagle 4-H Environmental Education. P: 706-484-2862 [www.rockeagle4h.org](http://www.rockeagle4h.org) [reagle@uga.edu](mailto:reagle@uga.edu)