



Day Group Trip Checklist

- Make reservations with Rock Eagle 4-H Center (706-484-2862).
- 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!