



Trip Planner 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 10:30am).
- Announce the parent meeting/ hand out meeting notice.
- Host the parent meeting.
 - Distribute parent letter.
 - Distribute permission slips.
- 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).
- Plan teacher-led classes & gather any supplies needed.

Two weeks prior to arrival.

- Call Rock Eagle with any special needs/dietary restrictions and update numbers.
- Make name tags.
- Make cottage assignments (22 people of same gender per cabin).

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!