**Planning Document Overview**

***7 Weeks Prior to Trip***

* Sheldon staff will make Initial contact
* Send home medical forms (511E) and permission forms (511C)

***5 Weeks Prior to the Trip***

Provide the following information:

* A brief description of the group including special needs
* Choose a theme or specific program options
* Health and dietary concerns
* Expected number of students attending trip
* Names of all staff attending the trip

***3 Weeks Prior to the Trip***

* Provide dorm lists, table group lists and program group lists

***1 Week Prior to the Trip***

* Send home packing list
* Review dressing for the weather with the group
* Emphasize with students what they should pack
* Download and print journal pages if you choose to use journals
* Confirm number of students attending trip

***Day of Departure***

Bring:

* Signed and completed 511C and 511E for each student
* Trillium Student Excursion by Class Report
* Principal’s home number and cell number in case of emergency
* Verify that students have all medications that are identified on medical form
* Ensure everyone has a lunch for the first day