

# Checklist: Your School Weekend

✓	Document	Notes	Timeline
	511C forms (Excursion Form)	<ul style="list-style-type: none"> <li>• collect from students</li> <li>• bring hard copy to EOEC</li> </ul>	<ul style="list-style-type: none"> <li>• 3 weeks prior to trip</li> <li>• to EOEC staff upon arrival</li> </ul>
	511E forms (Medical Information Form - includes Dietary Concerns)	<ul style="list-style-type: none"> <li>• collect from students</li> <li>• summarize information on:               <ul style="list-style-type: none"> <li>- Leadership Dietary Concerns Form</li> <li>- Leadership Health Concerns Form</li> </ul> </li> <li>• bring hard copy to EOEC</li> </ul>	<ul style="list-style-type: none"> <li>• 3 weeks prior to trip</li> <li>• 2 weeks prior to trip to: lori.yez@tdsb.on.ca</li> <li>• to EOEC staff upon arrival</li> </ul>
	Leadership Student and Supervisor List	<ul style="list-style-type: none"> <li>• master list of student names, gender</li> <li>• master list of supervisor names, gender, contact information, bus supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• 2 weeks prior to trip to: lori.yez@tdsb.on.ca</li> </ul>
	Leadership Dietary Concerns	<ul style="list-style-type: none"> <li>• summary of food accommodations (use 511E forms)</li> </ul>	<ul style="list-style-type: none"> <li>• 2 weeks prior to trip to: lori.yez@tdsb.on.ca</li> </ul>
	Leadership Health Concerns	<ul style="list-style-type: none"> <li>• summary of food accommodations (use 511E forms)</li> </ul>	<ul style="list-style-type: none"> <li>• 2 weeks prior to trip to: lori.yez@tdsb.on.ca</li> </ul>
	Leadership Male and Female Dorm Plan	<ul style="list-style-type: none"> <li>• bring hard copy to EOEC</li> </ul>	<ul style="list-style-type: none"> <li>• to EOEC staff upon arrival</li> </ul>
	Leadership Dining Room Seating Plan	<ul style="list-style-type: none"> <li>• bring hard copy to EOEC</li> </ul>	<ul style="list-style-type: none"> <li>• to EOEC staff upon arrival</li> </ul>
	Leadership Table Setters	<ul style="list-style-type: none"> <li>• bring hard copy to EOEC</li> </ul>	<ul style="list-style-type: none"> <li>• to EOEC staff upon arrival</li> </ul>