

Sky School Trip Planning Timeline

| Time in advance of trip | Things to do |
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| 3-12 months | Reserve trip dates by e-mailing us at uaskyschool@gmail.com |
| 2-3 months | Complete Group agreement form* and mail or deliver to Stacey Harrison.** Contact Rebecca Lipson*** to plan the schedule and curriculum for your trip. |
| 1-2 months This meeting is highly recommended for 2 or 3 night trips, but optional for single night trips. In lieu of the meeting, the lead teacher is responsible for each of these items. | Plan a parent, student, and chaperone informational meeting (Sky School staff member will facilitate), in which the following is accomplished: <ul style="list-style-type: none"> • Have students complete a pre-program survey • Introductory video/slideshow • Distribute participant release forms* • Distribute packing list* and emphasize the need for many layers to stay warm at night • Optional (can also be done in class or at another student meeting): In advance of the meeting, contact Rebecca*** for a list of instructors and have students select their top 3 choices in order to determine groups. • Meet briefly with teachers and chaperones to hand out and discuss chaperone expectations sheet* • Answer any questions |
| 30 days or more | School purchase order due to Sky School via Stacey Harrison** |
| 2 weeks-1 month | Collect all completed participant release forms (this includes all adults attending, as well). These forms are mandatory; participants will NOT be able to attend a trip without properly completed and signed paperwork!!! |
| 1-2 weeks | Final check! Please do the following: <ul style="list-style-type: none"> • Complete final forms—pre-program paperwork checklist and dormitory assignment worksheet. These forms, along with ALL of the participant release forms must be dropped off at the Sky School office** in advance of your trip, or arrangements must be made with Rebecca*** for pickup. If you are out of town, please e-mail the pre-program paperwork checklist, dormitory assignment worksheet, and inquiry group lists to Rebecca and bring the release forms. • Evenly divide students into inquiry groups (contact Rebecca for the number of groups and provide these lists with your paperwork). • Notify Rebecca of any dietary needs—allergies, vegetarian, vegan, etc.—and limiting medical conditions of participants or chaperones. |
| 1 week | Final headcount (students and adults) given to Stacey Harrison**, after which she will send the final invoice to the school |
| Within 1 week | Hold a brief meeting before school, after school, or at lunchtime to review with students what to bring on the trip—consult packing list * and remind them to have in their day pack a bag lunch and healthy snacks, at least 2 full water bottles, sunscreen, a hat, and at least 2 sharpened pencils. Please ask students to wear long pants and closed toed shoes on the first day of the trip. |
| Day of the trip | Be sure all students have a day pack with a lunch, water bottles, and pencils. |
| Upon trip completion | Final payment for the trip is due via Stacey Harrison** |

*All forms can be found online at https://skyschool.arizona.edu/?page_id=8

**Stacey Harrison, UA Sky School

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