

Trip Planning Timeline



Time in advance of trip	Things to do
3-12 months	Reserve program dates by emailing us at uaskyschool@gmail.com
2-3 months	Complete General School Agreement (sent to the principal of each attending school) and mail to the Sky School business office** or email to Vanessa Gressieux (vanngress@email.arizona.edu) 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 can facilitate upon request), in which the following is accomplished: <ul style="list-style-type: none"> • Introductory video: https://www.youtube.com/watch?v=d2FuagBeLtQ&t=4s • Distribute General Participant Agreement* • Distribute packing list* and emphasize the need for many layers to stay warm at night • Meet briefly with teachers and chaperones to discuss and sign chaperone expectations* • Answer any questions • 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 their bios. Have students select their top 3 choices, then distribute students evenly to determine groups.
2 weeks – 1 month	Collect all completed General Participant Agreement 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!!! Transfer the information on these forms onto the Paperwork Checklist * Excel spreadsheet, then email that spreadsheet to uaskyschool@gmail.com at least 2 weeks in advance of your trip. This will determine your final headcount for billing purposes. Be sure to include any dietary needs—allergies, vegetarian, vegan, etc.—and limiting medical conditions of participants or chaperones
2 weeks	To bring on your trip to give to Sky School staff: <ul style="list-style-type: none"> • All General Participant Agreements • Dormitory assignment worksheet • Inquiry group list- evenly divide students into inquiry groups
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 readily accessible day pack with a minimum of a lunch, 2 full water bottles, and sharpened pencils/pens.

*All forms can be found online at <http://skyschool.arizona.edu/k-12-programs/bring-your-school/>

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