

# Teacher Checklist

## *Up To One Year Prior*

- \_\_\_ Complete your registration and deposit. (Your session is officially reserved when the 20% deposit is received.)
- \_\_\_ Designate a lead teacher who will handle communication with GBOS.
- \_\_\_ Order your bus. Remember all the luggage and several cabin leaders you will have to accommodate. You may request a bus with luggage bins.
- \_\_\_ Arrange for a meeting with all attending teachers and the GBOS Program Director to review the teacher and parent materials and forms.
- \_\_\_ Review the teacher packet, parent packet and Student Activity book.
- \_\_\_ Arrange for the Program Director to visit for a parent/student meeting.

## *Months Prior*

- \_\_\_ Recruit high school and college-age cabin leaders from your past students, your students' older brothers and sisters, the high school your school feeds into, etc. Seek about one per every eight students. Allow time for background checks for cabin leaders over 18. If you cannot recruit enough cabin leaders, GBOS also recruits.
- \_\_\_ Distribute parent packets to each student.

## *Six Weeks to One Month Prior*

- \_\_\_ Collect medication authorization forms and WCSD teachers confer with your school nurse six weeks ahead.
- \_\_\_ Collect sweatshirt and cap orders and place order with GBOS one month ahead. Orders are accepted later, but we cannot guarantee that sweatshirts will be available to students when they arrive at camp.
- \_\_\_ Start pre-program activities from the Student Activity book.
- \_\_\_ Touch base with the Program Director with updates, questions, special needs, and concerns.

## *One Week Prior*

- \_\_\_ Collect Permission Slips; complete the Permission Slip Checklist.
- \_\_\_ Collect Student Health Inventory; call parents for any forms not properly completed; complete the Student Health Inventory Summary.
- \_\_\_ Prepare roster for bus driver with student names, addresses, emergency phone, birth date, and grade level. You can print this from SASI.
- \_\_\_ Assign the students to buddy groups and to cabin and trail groups.
- \_\_\_ Determine if anyone needs to borrow a sleeping bag. Try to have them borrow from a friend. We have a limited supply of sleeping bags and warm gear to loan.
- \_\_\_ Remind the students to bring a sack lunch for the first day.

(More on the back of the page)

### *Day of Departure*

- \_\_\_ In case of emergency, the Student Health Inventories with permission to provide medical treatment must be on the bus with the students (or in privately owned vehicles with the students).
- \_\_\_ Collect all student medications (prescription and non-prescription, except inhalers which need to be with the student).
- \_\_\_ Ask parents for updates to the Student Health Inventory or Medication Authorization, or any other change in status.
- \_\_\_ Bring with you a “Forms Binder” (or folder) consisting of: a current student roster, Permission Slips, Student Health Inventory Summary, the Student Health Inventories, the Medication Authorizations, Research Boat Permission, and the Permission Slip Check-off list (useful for boarding the bus). Have student forms sorted by color/topic.
- \_\_\_ Obtain check from school for the balance of payment at camp.
- \_\_\_ Bring sufficient paper and pencils if you wish to use these for teacher time.
- \_\_\_ Bring with you any materials you want for offering an elective.
- \_\_\_ Call the Program Director (Michele/Dragonfly 415-317-0451) if there are any last minute changes in student or cabin leader numbers or arrival time.

### *Upon Arrival*

- \_\_\_ Provide to the Program Director the “Forms Binder”, and any additional verbal information you have gathered from the parents.
- \_\_\_ Meet with the Program Director to go over expectations and responsibilities, number of students attending and final payment, Medication Authorizations, medications, and procedures.
- \_\_\_ Assist Program Director with finalizing cabin and trail group assignments.
- \_\_\_ Obtain your sweatshirt and cap order from the Program Director.

### *Before Departure from Camp*

- \_\_\_ Turn in all borrowed sleeping bags, rain jackets and warm layers.
- \_\_\_ Complete a Program Evaluation.
- \_\_\_ Turn in inservice record and receive certificate.
- \_\_\_ Obtain payment invoice as receipt from Program Director.
- \_\_\_ Take back with you any unclaimed lost and found items.
- \_\_\_ Schedule to come again next year!

### *Back Home*

- \_\_\_ Return student medications.
- \_\_\_ Continue with post-program activities from the Student Activity book.
- \_\_\_ Let us know throughout the year how things are in your classroom, how your students have benefited from the GBOS program, and what other outdoor, environmental education, and community service activities your class is involved in.
- \_\_\_ Check our Great Basin Outdoor School website, <http://greatbasin-os.org>, for updates and news.