

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, cap, and field guide orders and place order with GBOS one month ahead. Orders are accepted later, but we cannot guarantee that all 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 Emergency Info forms; call parents for any forms not properly completed; complete the Student Health Inventory Summary.
- ___ Prepare roster for WCSD bus drivers with student names, addresses, emergency phone, birth date, and grade level. You can print it from Infinite Campus.
- ___ Assign the students to buddy groups and to cabin and trail groups.
- ___ Determine if anyone needs to borrow a sleeping bag. Encourage borrowing from a friend. We have some sleeping bags and warm gear to loan.
- ___ Remind the students to bring a sack lunch for the first day.

(More on the back)

Day of Departure

- ___ In case of emergency, the Emergency Info forms 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 Emergency Info forms 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 Emergency Info forms, 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 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.
- ___ Get your sweatshirt, cap, & field guide order from the Program Director.

Before Departure from Camp

- ___ Turn in all borrowed sleeping bags, rain jackets and warm layers.
- ___ Complete a Program Evaluation.
- ___ 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.