

## YMCA Camp Sky-Y Outdoor Education

### Trip Preparation to do list

### Date Needed

Secure your reservation dates with a \$250 deposit	
Return Camping Services Contract ( <i>Make sure you can meet the minimum guarantee on the contract - if not contact us to make a revised contract</i> )	6 months before trip
Submit invoice for deposits to administration/district	6-9 months before trip
Arrange bus transportation to Sky-Y (school must also have a regular vehicle for emergency transport – i.e. taking a student to Urgent care)	6 months before trip
Complete and return <i>School and Program Information Form</i>	1 - 2 months before trip
Discuss questions about programs with the Outdoor Education Director (via email or phone)	1-2 months before trip.
Meet with participating teachers, students and parents about the Sky-Y Trip (Power Point presentation is available by Sky-Y staff)	2-6 months before trip
Distribute “bring along” list and “waiver” to students and adults	1 month before trip
Distribute any needed school permission slips or school health forms to parents	1 month before trip
Organize the students into groups of 13-15 with at least one adult per group, and assign a letter: A, B, C, D, E, F, G, etc.	2 weeks before trip
Assign Cabins to students and adults (Cabins sleep 12 people) Contact Outdoor Ed. Director for cabin assignments.	2 weeks before trip
Assign dining hall “hoppers”: 2 students in each cabin for each meal.	1 week before trip
Make name tags for students and adults	Optional but desirable - 1 week before trip
Finalize the number of students and adults attending	2 weeks before trip
Receive Schedule from Outdoor Ed. Director, or confirm your schedule.	1-2 weeks before trip
Provide any dietary restrictions to the Outdoor Education Director	1 week before trip.
Check bus schedule for return trip before leaving	Before Leaving
Count students and adults	Before Leaving
Bring copies of schedule for all adults	Before Leaving
Bring lists of students by class groups and cabins	Before Leaving
Bring Sky-Y waivers for students and adults attending	Before Leaving
Bring all health, hospital release forms, and permission slips for your Nurse	Before Leaving
Bring alphabetized list of all students	Before Leaving
Bring directions to Sky-Y (See planning pack or <a href="http://www.azycamps.org">www.azycamps.org</a> and click on “Sky-Y” on the left and click on “Directions”) DO NOT USE MAPQUEST	Before Leaving

**Sit back relax and enjoy the trip – See you at Camp Sky-Y.**