![Fuze Ecoteer logo — CONNECTING PEOPLE WITH NATURE]

School trip planning check list

After provider chosen

- ☐ Plan dates working back
- ☐ Decide core team
- ☐ Site visit – physically or virtually
- ☐ Payment details & refund policy
- ☐ Indemnity & medical forms for scuba diving – electronically signed
- ☐ Student detail electronic form
- ☐ Passport scanned copy electronic

8 weeks before

- ☐ Finalise Teacher team
- ☐ 2 meetings with students
- ☐ Get detailed itinerary from provider
- ☐ Finalise team notes with core team
- ☐ Ensure all visa's completed
- ☐ Get kit list from provider
- ☐ Give kit list to parents

2 weeks before

- ☐ Team notes meeting with teacher team
- ☐ Delegate prep tasks to teacher team
- ☐ Final meeting with students
- ☐ Set up parents one-way communication
- ☐ Obtain menu and room map from provider.
- ☐ Decide room mates and allocate room locations.

Day before departure

- ☐ Call the provider or transport provider to double confirm times.
- ☐ Ensure all staff have done their prep
- ☐ Remind all parents on departure time

Equipment checklist

Equipment

- ☐ Frisbee
- ☐ Football
- ☐ Rounders kit
- ☐ Loud speaker
- ☐ Whistle / horn
- ☐ Card games
- ☐ USB with music and movies
- ☐ First aid kits – 1 per teacher
- ☐ Coffee and kettle
- ☐ Extension cable
- ☐ Extra Batteries
- ☐ School phone – with all emergency numbers
- ☐ Contingency money
- ☐ Extra phone cable & power bank
- ☐ Portable speaker
- ☐ International plug adaptor
- ☐ Ziplocked bags to keep things dry

Paperwork

- ☐ Contact details – include parents details
- ☐ Rooming list
- ☐ Insurance policy
- ☐ Save electronically / send all in an email
- ☐ Hard copy for provider for emergency vehicle
- ☐ Team notes for teacher staff