

## **Pre-trip Logistics**

### **When you receive this packet**

- ✓ Send parent information (application/medical form) to all parents.
- ✓ After reading through your syllabus, **return** “Statement of understanding/Program Prep Sheet” and the “Program Planner” form the Teacher’s Syllabus to CIMI at Toyon Bay (Envelope enclosed).

### **2 Weeks prior to departure**

- ✓ Contact from CIMI program office to cover details on telephone contact sheet, including final count of students and chaperones, meal and medical information.
- ✓ Arrange transportation to Long Beach boat terminal. Call the business office if you need assistance with arrangements.

### **1 Week prior to departure – final checklist of organizational details**

- ✓ Prepared all chaperones and assign their duties. Copy and hand out pages for “Chaperone and Student Information” section, along with copies of the chaperone release forms (neon yellow sheet) for each chaperone to sign and bring with them.
- ✓ Divided students into study groups.
- ✓ Assigned students to cabins and dining hall set-up and clean-up for each meal.
- ✓ Collected all completed medical forms from the students; noted all medical needs, separated forms by group. Forms are due upon arrival.
- ✓ Informed students that they must bring a sack lunch.
- ✓ Sent home a copy of our “What to Bring List”
- ✓ Made sure all luggage will be color tagged and named. \*\*\*We request you tag your luggage with yarn. Colored surveyors tape tends to rip off and end up all over the field and in the ocean.

### **Day or Two prior to departure**

- ✓ Remind students to bring a sack lunch.
- ✓ Draw final payment check (due upon arrival).

**Please refer to the Teachers’ Syllabus for more information**