

Lead Teacher Checklist & Timeline

BEGIN PLANNING WELL IN ADVANCE!

- Teacher Escape Weekend** - Join us!
- Program application form available at [www.gsmit.org/school group adventures](http://www.gsmit.org/school_group_adventures)** - Schedule your visit with us using this, or call our office at (865) 448-6709.
- Reservation Confirmation Agreement (RCA)** - Complete and return with your deposit.
- Review [www.gsmit.org/school group adventures](http://www.gsmit.org/school_group_adventures)** - At Tremont's website you will find the current forms listed and more information.

FOUR MONTHS BEFORE TRIP

- Trip Planner** - Thoroughly read this guide, and review appropriate sections with other teachers, chaperones, and students. This can be printed from the Tremont DVD or found on our website.
- Chaperones** - Begin the selection process. Tremont recommends a 1:8 adult/student ratio including teachers. A chaperone guide is available on Tremont DVD.

THREE MONTHS BEFORE TRIP

- Schedule request form** - Send it in and work with Tremont staff to develop your schedule. For current forms, please download forms from our website at www.gsmit.org/school_group_adventures.
- Finalize student and adult numbers** - Update Tremont with current numbers 90 days prior to trip. The group is responsible for a minimum payment of 90% of your 90 day number when they attend. Inform Tremont of any changes after that point. Please read and fully understand the cancellation policy.
- Transportation** - Make arrangements, including trips away from Tremont, and verify pickup times. Be sure to have an emergency vehicle here.

SIX WEEKS BEFORE TRIP

- Financial Aid Request** - Complete and submit to Tremont.

- Lessons, evening programs, and other duties** - Assign and plan with teachers and chaperones. For a current list, please see our website. Distribute schedules.
- Pre-visit activities** - See optional activities as part of each lesson description on the Tremont DVD.

ONE MONTH BEFORE TRIP

- Group profile and meal and lodging count forms** - Mail or fax these forms.
- Discount bulk order** - Submit bulk order to Tremont. All payments should be made to the school.
- Distribute "Teacher/Chaperone Guides"** - Guides can be printed from the Tremont DVD or found on our website at www.gsmit.org

TWO WEEKS BEFORE TRIP

- Registration form** - Collect from parents and make copies to leave at Tremont.
- First aid and medication distribution** - Assign someone to be responsible for this area.
- Students** - Arrange teaching groups, table groups.
- Table Captains** - Assign one student from each table and one adult to help with each meal.
- "What to bring" list** - Go over with students, emphasizing appropriate clothing and gear for being outside. Plan for cold, wet weather.
- Call us anytime** if you have any questions: (865) 448-6709 or send an email to: mail@gsmit.org.

ALL CURRENT FORMS CAN BE FOUND AT OUR WEBSITE www.gsmit.org/school_group_adventures.

