Your Visit to Tremont: Lead Teacher Checklist & Timeline

BEGIN PLANNING WELL IN ADVANCE!

(Optional) Attend a Teacher Escape Weekend to earn a discount for your school and get to know our campus, staff, and teaching style - and pick up some techniques for inspiring curiosity in your own classroom. Learn more at gsmit.org/teacher-escape.

Schedule your visit by using the Application at gsmit.org/bookyourtrip3, or by calling our office at (865) 448-6709

Complete and return the Reservation Confirmation Agreement with your deposit - you will receive this form after you apply.

Visit gsmit.org/forms to review available forms.

SIX WEEKS BEFORE TRIP

(Optional) Complete and submit the Financial Aid Request form. You should hear back from us within a week.

Assign duties and distribute the trip schedule to teachers and chaperones.

ONE MONTH BEFORE TRIP

Complete the Group Profile and Meal/Lodging Count form.

(Optional) Place a discounted bulk order on Tremont swag. Fill out the Bulk Order Form - note the option to send the form home with students before placing an order.

Distribute the School Group Registration & Health form to all students and chaperones.

TWO WEEKS BEFORE TRIP

Collect all School Group Registration and Health forms from students and chaperones. Make copies to bring along; we'll collect them when you arrive.

Split students into teaching groups based on the schedule sent to you by Tremont staff. (Optional) Use the Field Groups template as a guide.

Assign individual students to be table captains for each meal. (Optional) Use the Table Chart template as a guide.

Review the What to Bring list with students, emphasizing appropriate clothing and gear for bring outside. Plan for temperature extremes and rain.

THREE MONTHS BEFORE TRIP

Send in the Schedule Request Form and work with our Youth Program Coordinator, Laura Fitzgerald, to develop your schedule. You can find a full list of lessons and evening programs at gsmit.org/lessons.

Finalize student and adult numbers with our registrar. Update Tremont with current numbers 90 days prior to the trip. The group is responsible for a minimum payment of 90% of your 90-day number when they attend. Please continue to inform Tremont of any changes after that point. Read and fully understand the cancellation policy.

Make transportation arrangements, including trips away from Tremont’s campus. Be sure to verify pickup times and have an emergency vehicle ready.

QUESTIONS? CONTACT US!
Youth Program Director: logan@gsmit.org
Youth Program Coordinator: laura@gsmit.org
Registrar: kelly@gsmit.org
Phone: (865) 445-6709

Find copies of most forms at gsmit.org/forms.

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