

# 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](https://gsmit.org/teacher-escape).
- **Schedule your visit** by using the [Application](#) at [gsmit.org/bookyourtrip3](https://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](https://gsmit.org/forms) to **review available forms**.

## FOUR MONTHS BEFORE TRIP

- Thoroughly **read this guide**, and review appropriate sections with other teachers, chaperones, and students.
- **Begin the selection process for chaperones.** Tremont recommends a 1:8 adult/student ratio including teachers. (Optional) Use the [Chaperone Application](#) template to streamline the process.

## 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](https://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.

## 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.

## QUESTIONS? CONTACT US!

Youth Program Director: [logan@gsmit.org](mailto:logan@gsmit.org)  
 Youth Program Coordinator: [laura@gsmit.org](mailto:laura@gsmit.org)  
 Registrar: [kelly@gsmit.org](mailto:kelly@gsmit.org)  
 Phone: (865) 445-6709

**Find copies of most forms at [gsmit.org/forms](https://gsmit.org/forms).**