

Teacher Preparation Checklist

Please use this list to ensure proper preparation for your Outdoor Education trip

Two months prior to visit:

- _____1. Arrange bus transportation: Arrive at Pali Institute at 11:00 A.M. on Arrival Day. Have buses arrive at Pali Institute at 10:30 A.M. on Departure Day.
- _____2. Class Module Selections: Start discussing the modules that you will be taking at Pali Institute with the Visiting School Coordinator. Also at this time, inform Pali Institute of the goals of your school for this trip and any special needs of any students.
- _____3. Cabin/Activity Groups: Start preparing cabin and activity group lists to be sent to Pali Institute 2 weeks prior to arrival date. Please inform Pali Institute of the boy/girl student breakdown and the Visiting School Coordinator can assist you in the number of cabins and activity groups needed.
- _____4. Health Forms: Please ensure that parents are completing their child's health forms online.
- _____5. Camp Store Pre-Orders: Email pre-orders to the Camp Store at store@palimountain.com. We cannot guarantee that all styles and sizes will be available with pre-orders received after 1 month prior your arrival date.
- _____6. Balances Due: An invoice will be sent to you with your remaining balance. Please check to see if the number of students attending is correct and forward to your school or district office. Final payments are due 4 weeks prior to arrival date.

One month prior to visit:

- _____1. Cabin/Activity Groups: Type up and email cabin and activity group lists to the Visiting School Coordinator of Pali Institute.
- _____2. Health Forms: Pali Institute's Visiting School Coordinator will inform you whose health forms are not submitted. Please inform students and parents that need to complete a health form.
- _____3. Balances Due: Please ensure that a check with the final payment has been mailed to Pali Institute. If your school has placed a camp store pre-order, please send this check as well (camp store pre-order check needs to be made out to **Pali Camp**).

One week prior to visit:

- _____1. Weather Conditions: Contact the Visiting School Coordinator at Pali Institute regarding the current weather conditions and the expected conditions for your trip. Inform students of the current and expected conditions to ensure that they bring the proper clothing.
- _____2. Teacher Time Activities: Prepare teacher time activities and inform the Visiting School Coordinator of these activities. The Visiting School Coordinator can also help you plan these activities.
- _____3. Directions to Pali: The Visiting School Coordinator will inform you of the most up to date travel directions from your area. Also, if you have any last minute logistical questions, please contact the Visiting School Coordinator.
- _____4. Snow Season Arrival: If you are arriving during the snow season, please ensure that the buses will carry the required **snow chains**.

Arrival Day before bus departure:

- _____1. Final Student Count: Inform Pali Institute of any Arrival Day changes to your student list such as students who are not attending, or new students who are attending.
- _____2. Medications: Please collect all the student medications. Medications need to be packed in plastic ziplock bags with students' name and school name on the bag. Place in a box with school name for the Pali Nurse.
- _____3. Directions to Pali: Please ensure that the bus drivers have the appropriate directions to Pali Institute. Plan to arrive at Pali at 11:00 A.M.

If you have any questions, please contact the Visiting School Coordinator of Pali Institute at 909-867-5743.