

# LEAD TEACHER PLANNING CHECKLIST



**A MOUNTAIN  
CLASSROOM**

## Three Months in Advance

- € Select parent and teacher chaperones keeping in mind the physical demands of the experience. Provide chaperones with copy of *Chaperone Information, Role and Responsibilities* page included in this packet.
- € Distribute paperwork from the Take Home Packet to students and chaperones. This completed paperwork is mandatory for all students and chaperones.
- € Meet with teachers/chaperones to discuss expectations and curriculum goals.
- € Meet with students to discuss behavioral expectations and equipment needs.
- € Get commitments from participants for attendance and collect money.

## One Month in Advance

- € Send 100% of tuition using one check only to:  
AMC c/o School Programs  
PO Box 298  
Gorham NH 03581
- € Fill out and return the [Pre-Trip Questionnaire](#) on Google Forms.
- € Work with Program Coordinator to set-up a pre-trip phone meeting to discuss:
  - Curriculum goals
  - Logistical details
  - Final numbers and dietary or allergy information
- € **Collect Medical, Release of Risk, and Photo Release forms for all adults and students. Check that they are filled out properly and signed by a guardian.**

## 2 Weeks in Advance

- € Divide students and chaperones into field groups (number of groups determined by AMC). Fill out Field Group Template completely for all groups.
- € Scan & email all forms (medical form, risk release form, photo release & completed Field Group Templates) to the Program Coordinator.
- € Fill out rooming chart and return by email to [AMCAMountainClassroom@outdoors.org](mailto:AMCAMountainClassroom@outdoors.org)
- € Provide Program Coordinator with a list of gear needs for the group.

## Please bring the following with you to the AMC to ensure a prompt course start!

- € A **packet for each field group** containing the *original* Medical, Release of Risk, and Photo Release forms for each member of the group, with the group list on top. **Please don't staple!**
- € Any alterations to your rooming chart (this will be reviewed at the check-in desk upon arrival)
- € Bagged lunch for all participants for the first day.

### Contact Information

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Program Coordinator

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**Lodging & Billing Questions:** all lodging and billing questions should be directed to :

[AMCAMountainClassroom@outdoors.org](mailto:AMCAMountainClassroom@outdoors.org)