LEAD TEACHER PLANNING CHECKLIST

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
- 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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Lodging & Billing Questions: all lodging and billing questions should be directed to:
AMCAMountainClassroom@outdoors.org