

# Planning Timeline

- 6 months - 1 year** School contacts Trinity Center to reserve date. School receives contract and sends it back to Trinity Center with deposit within **2 weeks**. Sound to Sea sends Program Planning Guide and both Pre and Post-Session Activities.
- 5 months** Teacher team begins planning program and fund-raising strategy. Schedule and hold meetings with chaperones, parents and students. Distribute information to chaperones and parents.
- \*120 days** Begin collecting Student Registration and Medical Forms. Return the Update Form to Trinity Center with **your Guaranteed Number of Reservations** at the 120-day mark. These will become your contracted numbers. Getting these numbers to us 120 days before your trip will help you to avoid any possible **penalties**.
- 3 months** Begin pre-session activities. Schedule and hold meeting with chaperones, students and parents.
- 30 days** Divide students into the various groups (Cabin, Table and Habitat Study Groups). Continue collecting money and forms and participating in pre-session activities.
- 12-14 days** The Program Coordinator will contact you to confirm final numbers, student and adult gender split, dorm and dining hall seating assignments, evening programs, dissection, arrival and departure times, program goals, method of transportation, **food allergies** or issues, special needs and student birthdays. If you are not going to be available during this time frame, please contact the Program Coordinator prior to this date to go over this information.
- 7 days** Review Cabin, Table and Habitat Study Groups with students. Go over vocabulary and concepts relating to the program. Review schedule, procedures, behavior contract and guidelines. Check all forms for signatures. Go through Medical Forms and Registration Forms and make sure they are signed and copied back-to-back or stapled together for each student.
- Departure Day** Assign students to vehicles. Pack vehicles and have a safe trip here. Bring 2 copies of habitat, dorm, and dining hall groups as well as the student Medical and Registration Forms