

Trip Preparation Check List

By _____ deadline:

- ❑ Return following paperwork to CELP office:
 - Program Planner
 - School Information Sheet (2 pages)
 - School insurance certificate

Three – four weeks prior to departure:

- ❑ Send copy of "Parent Information" and "Health Form" to all parents.
- ❑ Send school insurance information to CELP office (if not already sent).
- ❑ Share appropriate information from "Program Offerings" with classroom teachers for student trip preparation.
- ❑ Hold Chaperone meeting. Give each chaperone copy of "Chaperone Information."

2 weeks prior to departure:

- ❑ Send final payment check made out to **Catalina Island Camps, Inc.** to Po Box 94146, Pasadena, CA 91109.
- ❑ Divide students into Cabin Groups and CELP Groups. Make sure students are aware of their cabin number and clan number.

1 week prior to departure:

- ❑ Collect all completed medical forms from students and arrange alphabetically.

Bring to the Island:

- ❑ At least two completed copies of "CELP Cabin Groups" and "CELP Activity Groups" (Please provide detailed student information).
- ❑ Student and Chaperone Health Forms.
- ❑ 2 copies of the Alphabetical Passenger List (give to boat company).
- ❑ Necessary medical supplies.