

## Master Document: The Path of the Teacher

Congratulations! You have decided to organize a nature class for your students. This is, of course, a school trip, but it is especially a unique experience that you are about to offer to your youth. The P'tit Bonheur camp is ready to rally to make your stay memorable and up to your expectations.

This “master document” has been designed to support you in all steps, from preparation to evaluation, until implementation, of course. In the form of a checklist, the following tables will allow you to remember everything and, most importantly, will point out the tools needed to complete your project.

It is up to you to choose the tools that will make your life easier!

### **BEFORE YOU LEAVE**

#### ***To Start the Project***

TO DO	TOOL	DONE	PERSONAL NOTES
Request a quote from the camp on the estimated number of participants and the activity formula selected	Estimated Budget	<input type="radio"/>	
Request a quote from a carrier	Estimated Budget	<input type="radio"/>	
Inform the direction or the board	Letter of Intent to the School Direction or School Board	<input type="radio"/>	
Send an intent survey to parents	Letter to Parents: Child's Participation Request (interest rate measure for the project)	<input type="radio"/>	

**Budget and Fundraising Activity**

TO DO	TOOL	DONE	PERSONAL NOTES
Prepare a detailed budget	Estimated Budget To Prepare a Budget for a Nature Class	○	
Implementation of funding strategies—Organize a fundraising event (if needed)	Funding	○	

**Trip Planning**

TO DO	TOOL	DONE	PERSONAL NOTES
Take note of the elements to consider in the planning of the stay	Activities, in Step With the Seasons Frequently Asked Questions What to Bring, in Step With the Seasons	○	

**Communication with Parents**

TO DO	TOOL	DONE	PERSONAL NOTES
Give parents the documentation to sign for the stay	Frequently Asked Questions	<input type="radio"/>	
Give parents the forms to fill in for the stay and the required information	What to Bring, in Step With the Seasons	<input type="radio"/>	

**BEFORE DEPARTURE****In the Days before Departure**

TO DO	TOOL	DONE	PERSONAL NOTES
Communication to parents: reminder of departure and return times, health sheet and medication	What to Bring, in Step With the Seasons	<input type="radio"/>	

**The Day Before: “In My Backpack”**

TO REMEMBER	TOOL	DONE	PERSONAL NOTES
Students and companions' health sheets		<input type="radio"/>	
Team sheets		<input type="radio"/>	

Food allergies, intolerance and restrictions list			
Camp's directions		<input type="radio"/>	
The contract and camp's contact details		<input type="radio"/>	
Your evening animation programs and the required materials		<input type="radio"/>	
My belongings		<input type="radio"/>	

### ***Departure Day***

TO DO	TOOL	DONE	PERSONAL NOTES
Collect students' health insurance cards (and the remaining health sheets if applicable)		<input type="radio"/>	
Collect medications (and the remaining required authorizations if applicable)		<input type="radio"/>	
Supervise boarding and transport		<input type="radio"/>	
Provide the camp's directions and contact details to all bus drivers		<input type="radio"/>	
		<input type="radio"/>	

Take attendance before bus departures			
Host activities during the trip		<input type="radio"/>	

### ***Upon Arrival at the Camp***

TO DO	TOOL	DONE	PERSONAL NOTES
Provide the allergies and specific restrictions list to the person in charge at the camp		<input type="radio"/>	
Inform the person in charge of the camp of any change in team composition		<input type="radio"/>	
If you are not responsible for medications during the stay, hand them over to the camp's responsible staff		<input type="radio"/>	

### ***During the Stay***

TO DO	TOOL	DONE	PERSONAL NOTES
Check activity tips		<input type="radio"/>	
Manage the storage and distribution of medications if you are in charge		<input type="radio"/>	

**Before Leaving the Camp, Back to School and After the Stay**

TO DO	TOOL	DONE	PERSONAL NOTES
Retrieve the documents provided to the camp for the stay management (health sheets)		○	
Return health insurance cards to parents		○	
Book a date for next year!		○	