

Trip Preparation Checklist

Many hours are spent in preparation for your field study to the Burton 4-H Center. We recognize all of your extra efforts and hard work to give your students a memorable outdoor education experience. Below is a checklist to assist in planning your upcoming trip. Work through this list to ensure adequate and complete planning. Realize that you may not be able to tackle each task alone and ask participating adults to assist in trip preparation.

One Year in Advance

- Make reservations
- Review and mail the Burton 4-H Center contract accompanied by the deposit of \$200

Six Months in Advance

- Make transportation reservations
- Make arrangements for your offsite field trip on the last day of your field study

Four Months in Advance

- Make arrangements and host a parent/chaperone meeting
- Submit total group number and ALL special needs to Burton 4-H Center
- Set a meeting time for participating adults to discuss expectations and trip itinerary
- Mail information letters and permission slips to parents/guardians
- Collect money and forms from participating adults and students
- Make arrangements for students not participating in the Burton 4-H Center field study

Two Months in Advance

- Discuss preordering T-shirts for the entire group
- Submit any changes in total group numbers to avoid incurred charges
- Designate an emergency contact who is not attending the field study
- Review trip planner and choose classes
- Submit day and evening class selections to Burton 4-H Center
- Plan school led activities and evening programs
- Reserve necessary facilities and equipment for school led activities

One Month in Advance

- Preorder T-shirts
- Review field study schedule reflecting class choices and class times
- Submit Field Study Update Form
- Submit dietary concerns, gender break down, total adult and student numbers to the Burton 4-H Center to receive proper dorm assignments
- Handout packing checklist and trip itinerary

One Week in Advance

- Notify Burton 4-H Center of any changes pertaining to group numbers or special needs

- Review rules and expectations with the students and participating adults
- Have proper school issued checks arranged for field study and T-shirt payments
- Make learning group assignments of mixed gender groups with a maximum of 15 students
- Make dorm assignments
- Make KP assignments for every meal served by the Burton 4-H Center
- Make name tags

**If you have questions throughout the planning process,
please do not hesitate to call or email.**

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