

PREPARING FOR YOUR PROGRAM

Things to be done before arrival:

- send home gear list with participants
- get special needs information, including medical information and special dietary requirements
- arrange nurse/designated medical care provider**
- send parent information packet home with participants
- reserve date with Bradford Woods and send home notice for parent meeting and slide show
- obtain school board approval if needed
- complete transportation request form
- secure necessary chaperons
- have participants request who is in their cabin
- share with participants the guidelines of Bradford Woods**
- request a substitute teacher if needed for students not going to Bradford Woods
- conduct a fundraiser
- hold a lesson on packing for the trip
- complete summary of visitors sheet**
- photocopy and distribute open house flyer**

Things to have ready before your program-planning meeting:

- trail group list
- cabin group list
- special needs summary
- recreation sign up list

Academic tie-ins that can be completed at school:

- have guest speakers (from BW, Dept of Natural Resources, past students, parents or teachers)
- design name tags with cabin and trail group information
- review Indiana history
- do writing activities that cover what students envision of Bradford Woods
- discuss ecosystems (plant life, animals, forests, aquatics, etc)
- teach vocabulary words relevant to Bradford Woods lessons (include spelling)
- check out the Eagles to the Nest Website
- teach songs

Please pay particular attention to the section entitled, “*Things to have ready before your program-planning meeting.*”



Indiana University's Outdoor Center