

EVENT: Cedar Point

PERSONNEL NEEDED: Adult in Charge  
1 chaperone for every 8-10 teens

TIMELINE: Call Travel Adventures 1-800-356-2737 in March  
Reserve a 55-passenger bus for your June date (advise to make date on 3<sup>rd</sup> week of June)  
Put permission slips together and out to the teens at May meeting  
Send permission slip with welcome letters to eight graders  
Decide on snack for breakfast and return trip ~ May  
Week of trip ~ Purchase water, drinks, snacks and order bagels/cream cheese

PREPARATION: ENTER ALL NAMES, CHECK NUMBERS, AMOUNTS AND DRIVERS NAMES ON EXCEL SPREADSHEET FOUND UNDER ACTIVITY  
Use this spreadsheet as a check in list to make sure you have perm slips, signed and paid for  
Locate First Aid Box

ACTUAL DAY:

Meet at St. Fabian at 6:30 am on day of event  
Check everyone in using spreadsheet.  
Call homes of teens who do not show up.  
Once everyone is checked in . . . load buses, load snacks  
Take walkie talkies for all adults, take first aid box,  
Instruct teens on making sure to return to stated areas at times indicated.  
Make sure they know they are to buddy up. No one is to be alone!

1<sup>st</sup> check in at lunchtime to make sure everyone is ok, with somebody, and has money for lunch

2<sup>nd</sup> check-in time is ½ hour before departure time! Close to entrance is best. There is a bathroom to use before loading!

I have taken my own car every year in case of emergency...