

## Coordinator Checklist for High Trails

High Trails Outdoor Education Center  
PO Box 167, Florissant, CO 80816: 719-748-3341, Fax 719-748-3259

### 2 months before your school's visit to High Trails

contact Sarah with anticipated boy/girl numbers  
set up teacher meeting and parent meeting  
have principal sign reservation agreement and send to High Trails  
develop with Sarah a plan for boys and girls cabins, number of discovery group tracks and number of HS leaders  
schedule transportation (include high school counselors in numbers)  
arrange delivery of HT journals, Explorer and other printed materials

### Medical Forms

print copies and set dates to hand out and deadlines for return  
REVIEW all forms for completion using High Trails checklist  
arrange a time for High Trails to pick up the forms 4-7 days before your arrival  
use medication bags provided by High Trails to collect medications the day of departure  
fill out advanced medical attention form survey

### Students

hand out student Explorer magazine to be used in class  
give students journals with cabin name and discovery group meeting place  
consider and set a timetable for how the high school leader recruitment and training will function

### Student Assignments

for cabins assignments, refer to cabin side configurations below to assist you  
discovery group assignments should follow the following factors for good group dynamics:

- create co-ed groups with approximately equal numbers of boys/girls in each group
- group students with similar physical abilities together
- mix students into groups with other students they don't know very well
- spread student leaders out among different groups

### Teachers

prepare new teachers by reviewing schedule and responsibilities  
determine list of desired discovery groups in order of priority  
consider preferences for evening programs  
make a plan for teacher cabin and discovery group responsibilities

Email or FAX to Sarah 5 days before arrival:

Student cabin and discovery group lists  
Teacher cabin and Discovery Group lineup (first and last names)

BRING with you to High Trails:

All student prescription or over the counter medications  
All high school student prescription or over the counter medications  
Updated student cabin and discovery group lists

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Feel free to contact Sarah at any time with any questions! Thanks for all you do!

# **HIGH TRAILS CABIN CONFIGURATIONS**

## **SOUTH RIDGE**

### **ASPEN LODGE**

6 total rooms

5 rooms - 7 students + 1 HS counselor/room

1 room - 5 students + 1 HS counselor/room

### **GOLD HUT**

East - 10 students + 2 HS counselors

West - 10 students + 2 HS counselors

### **COLUMBINE**

East - 10 students + 2 HS counselors

West - 10 students + 2 HS counselors

### **KINNIKINNIK**

East - 10 students + 2 HS counselors

West - 10 students + 2 HS counselors

### **CRYSTAL PALACE**

East - 10 students + 2 HS counselors

West - 10 students + 2 HS counselors

## **NORTH RIDGE**

### **JUMPING JUNIPER**

East - 10 students + 2 HS counselors

West - 10 students + 2 HS counselors

### **PONDEROSA**

East - 10 students + 2 HS counselors

West - 10 students + 2 HS counselors

### **SILVER SPRUCE**

East - 10 students + 2 HS counselors

West - 10 students + 2 HS counselors

### **CEDAR LODGE**

East - 10 students + 2 HS counselors

West - 10 students + 2 HS counselors