Done?	When	Task	Documents/Resources
	2 months prior	Consult with school. Pick dates	
	2 months prior	Scout for location	Some ideas
	1 month prior	Complete pre-trip plan	Trip Planning Document
	1 month prior	Post to meetup and listserv to recruit for volunteers	https://www.meetup.com/nycico/
	1 month prior	Submit budget to treasurer (always a good idea, but especially important if it goes above the $300-$500 range)	Pre-Trip Form
	2-3 weeks prior	Secure transportation and volunteers. Recruit students.	Van rental suggestions
	1 week prior	Distribute permission slips. (English)	Trip and Participant Info Form
		(Spanish)	Trip and Participant Info Form
	1 week prior	Pre-trip meeting	
	2-3 days prior	Gather permission slips	
	2-3 days prior	Confirm with volunteers (speak on phone if you have volunteers attending whom you have not met)	
	1-2 days prior	Check weather, have backup plan, check subway changes that may affect youth or volunteers, send reminders	
	Day of	Run trip, collect permission slips and liability waiver	Liability Waiver
	After trip	Submit above "Participant info form" and "liability waiver" to treasurer (or hold up to 7 years)	
		Submit google form which completes both the expense report and trip report requirement for our records	Google Form
		Submit google sheet to Treasurer	Google Sheet
		Fill out Trip Reflection (to be added to website)	Google Form
Incident Report (in needed):			