

**RBSLEC Bus to Bus Checklist**

<b>PRIOR TO CAMP</b>	<i>Inspiring students to achieve their personal best!</i>	<b>Tick when complete</b>
Book Camp Dates		
Pay Camp Deposit		
Fill out and Return Camp Co-ordinator Form *Return as soon as booking is made		
Finalise Program of Activities		
Download Camp Information from RBSLEC website Residential Forms and Risk Assessments		
Distribute permission & medical forms to students *6 weeks prior to arrival		
Send to RBSLEC *2 weeks prior to arrival: <ul style="list-style-type: none"> <li>Forms C and F: medical forms</li> <li>Form E: Lodge lists</li> <li>Form E2: Activity groups</li> <li>Form G: Student numbers</li> <li>Form H: Dietary requirements</li> </ul>		
Student Deadline for Final Payment *Recommended 3 week prior to arrival or see School Admin		
Provide contact mobile number		
<b>BEFORE ARRIVAL</b>		<b>Tick when complete</b>
Contact RBSLEC with final numbers		
Inform students of their Activity Group and Lodge Rooms		
Inform students of Bus number (If utilising multiple buses)		
Organise students to have a backpack with wet gear on arrival day if doing wet activities		
Add Duty Manager number to staff phones		
Check and Pack First Aid Kit		
Check and Pack Equipment for Free-time activities		
<b>ON ARRIVAL</b>		<b>Tick when complete</b>
Enter Bus Gate Code: 5544# for student drop off		
Complete and return Lodge Arrival Checklists to Lead Teacher		
Return Emergency Information Sheet to Lead Teacher		
<b>BEFORE DEPARTURE</b>		<b>Tick when complete</b>
Complete and return Lodge Departure Checklist before start of activities on last day		
Hand in Lodge Keys and Handbook to Lead Teacher		
Complete "School Feedback Survey" on Ipad		
Re-book for next year		

For more information follow the link to our website: "RBSLEC Bus to Bus Checklist Full Version"

<http://www.sportssupercentre.com.au/forms/>