**Table 18.1 At-a-Glance Checklist**

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| Lesson topic | Chaperones  1.  2.  Pre-outing meeting dates  1.  2. | First aid kit checked  Date:  Carrier:  Med forms checked  Date:  First-aiders: |
| Outcomes  1.  2.  3. | Students  Red group  1.  2.  3.  Green group  4.  5.  6.  Blue group  7.  8.  9.  Purple group  10.  11.  12. | Park maps:  Travel arrangements and permits  Date: |
| Outing information sent home  Date:  Departure information  Date:  Time:  Arrival information  Date:  Time:  Signed permission forms Off-site:  Date: | Student day pack checked  Date:  Teacher leader pack checked  Date:  Instructional resources checked  Date:  Specialized equipment checked  Date: |
| Site check  Date:  Comments: |
| Safety plan updated  Date:  Designated emergency contact:  Phone number: | General student comments for chaperones: | Weather report checked  Morning:  Afternoon: |
| Activity list  1. Name, description, setup, considerations, resources, boundaries  2. Name, description, setup, considerations, resources, boundaries  3. Name, description, setup, considerations, resources, boundaries | | |