OP Calendar Checklist/Timeline
(Primary leader OR appropriate staff must initial and date each task when complete)

3 WEEKS PRIOR TO PROGRAM:
1. Meet with core staff mentor for initial check in_____
2. Meet with co-leader(s) to design lesson plan (including itinerary) equipment list (and menu)_____
3. Give copy of lesson plan/equipment list to core staff mentor for review_____
4. Set up time with Greg to get checked off to drive the van_____
5. Create info. page and give to Tim_____

2 WEEKS PRIOR TO PROGRAM:
1. Gather all information needed for the trip (field guides, maps, etc.)_____
2. Meet with core staff mentor to discuss lesson plan and logistics_____
3. Plan pre-outing meeting with co-leader(s), discuss_____
   Expectations of the program
   Expectations of each other
   Group expectations
   Divide tasks prior to and during program
4. Complete/update RAMS form and turn into Kaija_____
5. Complete MP4 (equipment) check out form and return to MP4 person_____

1 WEEK PRIOR TO PROGRAM:
1. Finalize lesson plan/itinerary and give final copy to core staff mentor_____

2-3 DAYS PRIOR TO THE PROGRAM:
1. Retrieve items from MP4 and pick up items from Kirby (if needed)_____
2. Check out first aid kit_____
3. Check out cell phone_____
4. Get van keys from Greg’s office_____

BEFORE PARTICIPANTS LEAVE PROGRAM
1. Have the participants complete evaluation forms_____
2. Thank participants for attending, and encourage them to attend specific OP programs in the future_____

PROGRAM FOLLOW UP:
1. Complete peer evaluation form_____
2. Turn in program folder to Beth the following day (including evaluation forms-both participant and peer)_____
3. Return all equipment and remaining materials to appropriate locations_____