NY trip

* Check-in. Security needs medicine information so they know what the kids should have with them.
* We need to get the medical forms to our trip dr. early, so they can follow up.
* Dr. Does NOT chaperone
* Before loading busses, introduce Chaperones and then call up students for each chaperone.
* Too Many Road crew. Make everyone get away from busses, so road crew can do their jobs.
* Identify students that will need assistance with their instrument and make assignments.
* Trip leader doesn’t have chaperone duties but is responsible for road crew kids when they are doing their jobs.
* EVERYONE must sit in assigned seat no matter what the venue is.
* Bus leaders jobs are better defined and include knowing the bus #, and the bus driver cell.
* Breakfast can be later if we don’t have anything scheduled first thing. Trip organizer must find alternative to 7am breakfast.

There was lengthy discussion on the subject of doing too much. Overall most of our planned activities were liked. Some recommended spending more time with fewer activities; possibly not going to a show the first night, especially if people have not gotten any rest. The hotel failure significantly impacted our group.

District office needs to do the following

* Explain the policy around requiring an administrator on the trip, including the burden of the cost.
* If an administrator is required, give written duties to the administrator on the trip including being responsible for children when necessary.
* The Administrator should be assigned students that are deviating.
	+ Deviations should take place first thing on the last day.
	+ If there are problems the administrator should stay with the student and work them out. It should not hold up the entire group.
* Explain chain of command and communication plan for both preplanning, and during trip.
* Explain overall DJUSD policy on trips. Provide documentation.
* Explain recourse for disagreements between trip leaders/directors and administrators

Chaperone Training

* How to travel in groups
* Better communication
* More pre-trip meetings planned in advanced for training and trip agenda discussion.
* More details on agendas, IE specific places to eat and shop with better time frames.
* Identifying kids that need assistance

General ideas for this trip

* Kids wanted time to explore
* We needed a large safe area where the kids could go and be away from chaperones.
* A folder with all trip info in the kid’s rooms
* An identification lanyard/sling that everyone has on at all times, so it is easier to spot us.
* Training kids to look out for each other (IE don’t let one kid go out alone, or leave them behind)
* No more Applebee’s