



# COLONY ACTIVITIES DEPT.

Activities Principal- Dale Ewart  
907-861-5515

Activities Secretary- Steve Reynolds  
907-861-5514

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## Colony High School

### Travel Expectations

Coaches are required to create an itinerary for all out of district trips to be shared with the administration team, parents and student athletes. This itinerary should be completed and distributed one week prior to the trip. This itinerary is sent to transportation so that they can plan accommodations for the bus driver.

#### **Minimal expectations for itinerary:**

- Departure time
- Destination
- Housing information-Include address for hotels, motels, rental houses and bed and breakfast accommodations.
- Contact information for 2 coaches/supervisors
- Expected departure time from event
- Expected return and pick up time at Palmer High School
- Rough plan in regards to bathroom stops
- Required gear-Bedding, toiletries, and personal items
  - Best practice for winter activity to require Heavy coats, gloves and appropriate winter clothing in case of emergency or bus issues.
- Limitations on Bags (flights)
  - Prohibited items
- Behavioral Expectations for bus
- Behavioral Expectations for Housing
- Money needed for food or other expenses.

#### **Other:**

1. List of traveling students given to office 3 days prior to trip, verify and adjust list prior to departure.
2. Stipend Coach must ride bus
3. Must complete and file supervision plan
4. Do not keep the bus in stand-by time, Load and unload bus in timely manner. Ensure that you sign the correct section releasing the driver.

**First Student after Hours number: 841-5386**