# 27 Create Itineraries and Email to Staff

## How to Get a Manager Check-Off

Under the supervision of the Challenge Center Manager or Challenge Center Program Assistant create an itinerary for a Challenge Center program, save it in the correct place and email it to staff.

## Procedure Details

Once you have gathered all of the information regarding your program (Goals and Expectations Form, past Program Summaries, and any noted in the Shared Calendar Item) and have made contact with your client, you can begin writing your itinerary.

Blank itineraries can be found in two places: on the Staff Resources page and on the P-Drive in the office. Use the information provided on the G&E, the calendar item, and info in the paper folder to fill out the itinerary template. \*You may have to have someone in the office provide you with up-to-date details listed in the calendar item. If you have a student Saclink account, unfortunately you will not have access to the Shared Calendar. Do not rely on your calendar for the most updated information, especially staffing.

Once you have finished writing your itinerary, you will:

1. Print. Make sure you print enough copies so each staff member will get one, plus one. You should always have 1 extra copy, just in case. This extra one is to be kept in the folder for the Team Lead next year. If you end up using your extra one on the day of the program, you can always leave one that was used during the day.
2. Save. All itineraries are saved:

P-Drive -> Client, Itineraries, Contracts -> Group/School Name

 Itineraries should be saved as

 Program Year\_Month\_Date Itinerary Example: 2017\_08\_03 Itinerary

1. Email. Not all itineraries need to be emailed to staff ahead of time, but it is a good practice for when a program might be out of the ordinary, is a corporate client, or when we have new employees. It’s nice for staff to have a heads up before showing up for work. Ideally, emailed itineraries should be sent 3-4 days before your program to give everyone ample time to read and prepare themselves.

Birthday Party Itineraries:

For birthday parties, there is a set itinerary that just needs a Team Lead to update minor details: Staff, Times, Date, etc. These can be found in the same locations as the itinerary template.

FUNN Factor Itineraries:

FUNN Factor has a semi-set itinerary for Team Leads. More details are needed, based on the needs of the client. Work together with the Challenge Center Manager when writing a FUNN Factor itinerary.