PLANNING CHECKLIST

This checklist is designed to assist you in ensuring a smooth and efficient program.

3 MONTHS PRIOR TO YOUR PROGRAM:

☑ Download the planning checklist from rubicon.vic.edu.au/forms.
☐ Complete the DET approval pro-forma form and seek school council approval

10 WEEKS PRIOR TO YOUR PROGRAM:

☐ Pay the confirmation deposit on receipt of invoice.
☐ Rubicon staff member makes contact to discuss program outline, including curriculum foci
☐ Arrange pre and post visit dates with Rubicon Coordinator
☐ Confirm student attendee numbers.

6 WEEKS PRIOR TO YOUR PROGRAM:

☐ Hand out the student forms. You must use the latest Rubicon consent and medical forms found on our website.

4 WEEKS PRIOR TO YOUR PROGRAM:

☐ Collect student consent and medical forms.
☐ Provide any additional wellbeing information to Rubicon for relevant students
☐ Submit the room/group preferences, and visiting teacher information including the Child Safe Code of Conduct.
☐ Submit the student consent and medical forms electronically. Also, submit horse riding forms if applicable.

Please note: forms must be submitted on time to ensure that dietary requirements are catered for and that medical conditions can be supported.
POST PROGRAM:

☐ Complete any outstanding feedback forms

☐ Review assessment documents provided by Rubicon staff

☐ Review intentions for the next annual year.

Applications open at the beginning of term 3 via the Rubicon Website, advertised via the DET bulletin, these are sent to your school account and Principal class staff members. Applications are reviewed on a merit based process for further information please contact the Rubicon.

Contact Rubicon at any stage throughout this process for further information via email (rubicon.oc@edumail.vic.gov.au) or phone (5773 2285)