

Challenger Learning Center-St. Louis

Mission Checklist

Prior to Your Mission:

- Make transportation arrangements. Be sure to schedule your bus arrival time at least 10 minutes before your mission time and leave time 10 minutes after your mission. Arriving late could cause the length of your mission to be shortened.
- Arrange for chaperones. (At least two adults should accompany each mission.)
- Two weeks prior to your mission, call (314) 521-6205 or email info@clcstlouis.org to confirm your date, time, and number of students. Notify the Challenger Learning Center of any students requiring special accommodations.
- Complete the classroom preparation with your team.
 - Complete a [Crew Manifest](#) (team assignments) for your mission and classroom program ***REQUIRED*** *Note: Each mission now has a unique crew manifest.*
 - Complete Pre-Mission Classroom Activities (Optional; provided at teacher PD)
 - Discuss [Code of Conduct](#) with students
- Send copies of [photo/video](#) release forms home with students.
- Remind students to bring money for the gift shop, if you will allow time for that.

On Mission Day:

- Confirm bussing. If you experience delays, call us at (314) 521-6205.
- Bring your [Driving Directions to the Challenger Learning Center](#) with you.
- Have the following items with you:
 - 2 extra copies of each [Crew Manifest](#)
 - Signed [photo/video](#) release forms for each student (and list of any missing forms.)
 - Mission Patch (Optional; template provided at teacher PD)
- Review any student special needs with Flight Directors (instructors).

In case of inclement weather, please call the Challenger Learning Center prior to leaving for your mission. The Challenger Learning Center closes whenever Ferguson-Florissant School District closes.

After Your Mission:

- Conduct Post-Mission Classroom Activities (provided at teacher PD)
 - Debriefing
 - Press Conference

More detailed information can be found at challengerSTL.org/mission-prep.