Planning the trip: All Allen Island Programs must be approved by Colby and the Up East Foundation – usually six months in advance.

Two Months before visit
- Work with Whitney King to define the schedule for the program including, boat departure and return times, number of program participants, any specific program requirements, and transportation details from Colby to Port Clyde.

One Week
- Order food for the trip from the Allen Island menu. Work with Amy Poulin and Whitney King to confirm transportation details.
- Email Jake Ward, caretaker0822@yahoo.com (please copy Whitney) to confirm party size, vehicle parking, boat times, and any program specific details.

Day of Trip
- Pick up vehicle keys at Colby security and load food cooler, dry tote boxes, and safety box into vehicles.
- Drive to the Dana Dinning Hall loading dock (behind Runnals) and pick up food. Fill ice bags from the ice machine for the cooler. Repack your cold items into the cooler and dry items into the blue packing totes. Do not bring food in cardboard boxes as they can get very wet on the ride to the island.
- Plan two hours for driving and parking on Port Clyde.
- Unload gear on the Northwest side of the Port Clyde General Store for easy transportation to the boat dock. A cart marked Allen Island is available to move gear.
- Collect Release of Risk forms from the program participants and deliver these to the boat captain. Each member of the party must also sign the boat log.
- Please provide a brief orientation to the program group detailing accommodations in the bunk house and island rules. (no fires, no alcohol, do not enter any building without permission, only use the approved golf cart for transportation).
- Top sheets, pillow cases, and blankets for the 10 bunks are in storage boxes in the attic. Extra blankets and bottom sheets are the dressers in the rooms and hallway. Overflow cots, sleeping bags, and pillows are stored in the attic. The attic has plenty of room for four cots.

Last Day of Trip
- During breakfast wash the sheets and replace bottom sheets on the beds. Return blankets and top sheets to boxes in attic.
- Clean all dishes and return to cabinets.
- Remove all opened food and make an inventory of nonperishable food items left in kitchen.
o Clean kitchen counters and floor. Cleaning materials are available in the kitchen closet.
o Sweep out the bedrooms and bathrooms
o Close the windows
o Leave no trace of your visit. Pack in and pack out all of your materials.

After Trip Report- Please complete a concise after trip report listing:

o Participants with affiliation
o Project goals
o Specific activities
o Selected photographs of activities
o Post the report to the visit log - http://web.colby.edu/allenisland/