Check the Rooming Policy Before Promising a Team Overnight Arrangement - working notes

One situation. Clear facts. An honest next step.

Identify the applicable program lodging policy, review the actual sleeping arrangement and required consent, and confirm authorized supervision duties. A booking, parental enthusiasm or available bed does not establish that the rooming plan is approved.

Hypothetical example: An adult withdraws from a trip and the proposed shared room changes. Staff holds the revised plan for actual policy review instead of asking the child to accept an improvised bed.

01 Separate the available room from the approved arrangement

Identify who authorizes the lodging and which current policy applies.

Trip arrangement and organizer role

Applicable policy reference

Scope question for organization

02 Review who will sleep in each proposed room

Review the proposed sleeping arrangement before promising a room.

Proposed arrangement category

Approval status

Exception question for authorized review

Check the Rooming Policy Before Promising a Team Overnight Arrangement - working notes / Review & follow-through

03 Keep consent and overnight duties explicit

Verify required consent and authorized overnight duties through approved systems.

Approved consent process

Room-check and supervision roles

Training requirement to verify

04 Carry a change back through the same decision process

Return a changed arrangement to the responsible decision-maker.

Change requiring review

Responsible decision-maker

Confirmed next step or unresolved hold