

Bishop's Peak Elementary School
4th Grade Study Trip Coordinator
Job Description/Procedures

In early September, obtain a class list from the school secretary.

In September, at 'Back to School Night' the Teacher will give a brief talk to the parents about the Study Trip to the Monterey Bay Aquarium and the Field Trip to La Purisima Mission. You or the VP Study Trips will emphasize that parent donations make up the majority of the funding for these study trips. Hand out a copy of the Bishop's Peak Study Trip Information letter and let them know that additional information will be coming home along with a Pledge Form once the teacher has set the Study Trip date. Note: In 2013-2014, the PTA paid for the Study Trip to the Monterey Bay Aquarium in its entirety. There is a good chance that the PTA will do likewise in 2014-2015.

Approximately six weeks prior to the Study Trip, the teacher will provide you with the required forms to make copies of and pass out to the students. You can ask the School Secretary to print off mailing labels that say: 4th Grade Study Trip to affix to each student's envelope information packet. Include a return envelope marked with: Return Attn: (your name) for the parent's convenience. Refer to the attached Sample 'Parent' & 'Packet' Letters.

Maintain records of Pledges made and parent donations with date paid, check number, amount, and balance due.

Any parent chaperones **must** have a current Application to be a Volunteer in the Public Schools (VIPS) form on file with the School District. Once the teacher provides you with the names of parent chaperones, check with the school secretary to see if they have a current VIPS form on file. If they are not in the database, then you can provide them with the form, which they will need to complete and return to the school office.

Individual financial arrangements will be kept confidential by the Study Trip Coordinator. Remember that no child is denied participation, regardless of ability to pay.

Send out reminder notices of any payments due from Pledge forms.

Keep track of all forms returned, including the permission slip and send out reminders to any families with missing forms.

Send out Departure-Arrival Letter and Parent Reminder Letter regarding the upcoming Study Trip.

Revised 5/31/13, 5/29/14

Either request parents to donate snacks, or shop for snacks for the trip yourself.

Log all checks and cash received on the Verification Receipt Form for deposit within two weeks of receipt. Make a copy of this form and copies of the checks received, for the VP Study Trips. Also obtain a copy of the bill from the School District for the Bus Charges, from the school secretary. Give a copy of this bill to the VP Study Trips for his/her Study Trip Reconciliation information.

Refer to the enclosed disc for all the word and excel document files.