

Bishop's Peak Elementary School  
**5<sup>th</sup> Grade Study Trip Coordinator**  
Job Description/Procedures

In early September, obtain a class list(s) for all 5<sup>th</sup> Graders 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 Camp Ocean Pines. You, or the VP Study Trips, need to 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 the parents know that additional information will be coming home along with a Pledge form once the teacher has set the Study Trip dates.

Note: The Pledge Amount Requested is determined by the VP Study Trips, the Treasurer, and the PTA President. The Pledge Amount will usually be after the start of the new school year.

Make sure you obtain the class list(s) for all 5<sup>th</sup> Graders from the school office. Update the '5<sup>th</sup> Forms & Collections Sheet Master' Excel file with the current years' student names.

Sometime in October/November, the date will be set by the teacher for the Camp Ocean Pines study trip. Once the date is set, update your correspondence and paperwork with those dates. You will make the appropriate number of packets for all 5<sup>th</sup> Graders. Verify the number of students with the teacher (s) to make sure you have a current head count and updated '5<sup>th</sup> Forms & Collections Sheet Master' Excel file. You will deliver the packets to the classroom(s) for the teacher(s) to hand out.

Each Study Trip Packet will include the following forms:

- 5<sup>th</sup> Grade Study Trip Coordinator "Cover Letter"
- Bishop's Peak 5<sup>th</sup> Grade Study Trip "**Pledge Form**"
- Student Behavior Expectations & Responsibilities
- What to Bring to Camp Ocean Pines Outdoor School
- Health History Form
- Permission and Waiver Form
- SLCUSD Field Trip Authorization Form
- Medication Consent Form & Health Care Provider Authorization
- Chaperone Information Letter
- Chaperone Request Form
- Return Envelope with Child's Name, 5<sup>th</sup> Grade Study Trip, and 'Attn: Your Name'

Update the '5<sup>th</sup> Forms & Collections Sheet Master' Excel file as the forms and payments trickle in to you. As forms are returned to you, organize them in alphabetical order, by form type, for the C.O.P. Director.

Rosemary & Chris Cameron (husband & wife), own and run C.O.P. Rosemary is the Director of Operations, and Chris is the Executive Director. [rosemary@campoceanpines.org](mailto:rosemary@campoceanpines.org)

Caryn Beiter is the Outdoor Education Director. Her contact information is:

805-927-0254 – office

305-395-1060 – cell

[caryn@campoceanpines.org](mailto:caryn@campoceanpines.org)

You may be asked by the teacher to relay any dietary concerns to Chef Rick at C.O.P. His email address is: [rick@campoceanpines.org](mailto:rick@campoceanpines.org), 805-927-0254

In late November obtain a copy of the contract from school secretary for your file.

Maintain records of Pledges made, and parent donations received, with date paid, check number, amount, and balance due on '5<sup>th</sup> Forms & Collections Sheet Master' Excel file.

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

One week prior to monthly due date, send out reminder notices of any payments due from Pledge forms.

Any parent chaperones **must** have a current Application to be a Volunteer in the Public Schools (VIPS) form on file with the School District, **AND** they must be fingerprinted. Check with the school secretary to see if the prospective chaperones are on file with the District. If they are not in the database, then you can provide them with the necessary forms, or they can obtain the forms from the office secretary themselves.

Provide the teacher with a list of the parents interested in being a chaperone, and whether or not they have met the mandatory criteria. The teacher will select the parent chaperones. The teacher may notify the parents directly, or may ask you to notify those parents chosen.

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

As the date approaches, send out Departure-Arrival Letter and Parent Reminder Letter regarding the upcoming Study Trip.

Log all checks and cash received on the Verification Receipt Form for deposit within two weeks of receipt. Make a copy of the Verification Receipt Form AND all checks received for your file. Some payments may come in after the Study Trip, but they are supposed to be in prior to the study trip.

A couple of weeks after the study trip, make a copy of the bill from the School District for the Bus Charges. You will obtain this from the school secretary and make a copy of it for the V.P. of Study Trips Coordinator.

Provide the VP Study Trips copies of the C.O.P. Contract, Deposit Verification Form, and the Bill from the School District for the Bus Charges, for his/her S.T. Reconciliation information.

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