

Bishop's Peak Elementary School
6th Grade Study Trip Coordinator
Job Description/Procedures

In early September, obtain a class list(s) for all 6th Graders from the school secretary.

Check with the Teacher (Mr. Hill), to see if the date has been set for the Study Trip. If it has already been set, have your Bishop's Peak Study Trip Information letter, Pledge Form, Chaperone Information, and Chaperone Request Form ready to hand out at 'Back to School Night'. The Yosemite – Nature Bridge Study Trip is usually scheduled for early February.

In September at 'Back to School Night' the Teacher will give a brief talk to the parents about the Study Trip to Yosemite – Nature Bridge. You, or the VP Study Trips, need to emphasize to the parents that parent donations make up the majority of the funding for these study trips.

When making the donation schedule on the Donation Form, do not exceed four (4) payments. For example, if the Donation Amount is \$400 per student, the payment schedule would be \$100/month for October, November, December, and January. If the Donation Amount is \$300 per student, the payment schedule would be \$75/month for October, November, December, and January, or \$100/month for October, November, December, and so on.

In September hand out (preferably at 'Back to School Night') a copy of the Bishop's Peak Study Trip Information letter, updated Pledge Form, Chaperone Information, and Chaperone Request Form with a return envelope attached for parents' convenience. The return envelope should have the Child's Name, 6th Grade Study Trip, and 'Attn: Your Name'. You can obtain Study Trip Labels from the school secretary, or make your own.

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

Make sure you obtain the class list(s) for all 6th Graders from the school office. Update the '6th Forms & Collections Sheet 2013 Master' Excel file with the current years' student names. Be sure to include any new student(s) that may transfer to BP's 6th Grade throughout the Fall/Winter.

The Teacher (Mr. Hill) handles the Nature Bridge Packet Forms.

Your job is to handle the Donation Forms, Payments, and Chaperone Information.

Follow up on any missing Donation Forms by calling the parents, if necessary.

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Send out donation reminders one (1) week prior to 'Due Date' each month, and log all money coming in on the 6th Forms & Collections Sheet 2013.

The teacher will place all incoming forms and donations in the Study Trip Basket in his office/copier room.

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

Maintain records of Donations made, and parent donations received, with date paid, check number, amount, and balance due on '6th Forms & Collections Sheet 2013' 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.

Any parent chaperone **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.

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

After the final donations are in, log all checks and cash received on the Verification Receipt Form for deposit. Do not sign it until it has been verified. You can have the office secretary or the VP Study Trips verify the figures, **THEN** you can sign the form and place it (with all the money) in the school safe marked: "6th Grade Study Trip Deposit", and let the Financial Secretary or the VP Study Trips know that it is in the safe, ready for deposit.

Make a copy of the Verification Receipt Form AND all checks received for your file. Some payments may come in after the Study Trip. If you receive any additional monies, fill out another Verification Receipt Form for deposit, copy the checks, and have the form verified **before** placing it in the safe for deposit.

As much as possible, deposit checks within two weeks of receipt so that parents may keep accurate financial records.

A couple weeks after the study trip, check in with the school secretary to see if the bill for the bus transportation has been received from the School District. Once the bill comes in, make a copy of it for the VP Study Trips.

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.