

Bishop's Peak Elementary School  
**VP Study Trips**  
Job Description/Procedures

The Vice President of Study Trips is responsible for overseeing the coordination of the 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade Study Trips. (Trip evaluation, selection and scheduling are the responsibility of the respective teachers).

Duties are as follows:

- During the first week of school, communicate with the School Secretary to determine pertinent information needed to project costs for 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade Study Trips for that year (classroom size, student list by class, and teacher stipend amount)
- Work with Study Trip Coordinators to communicate information to parents for Back to School Night and through information sent home with students.
- Provide Study Trip Coordinators with guidance, if necessary, and support in requesting contributions from study trip participants' families.
- Obtain copies of all study trip bills for actual cost reconciliation, and ensure they are paid in a timely manner.
- Produce the Projected Cost Study Trip Spreadsheet for each 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade, and Actual Cost Study Trip Spreadsheet, and maintain in VP Study Trip Binder.
- Implement classroom fundraisers to support Study Trips, if necessary
- Assist the PTA President in selecting class level Study Trip Coordinators, and VP Study Trip successor

In the first week of August, update the ***Bishop's Peak Study Trip Information*** letter for the beginning of the year 'Back to School' packets.

Ask School Secretary how many copies you'll need to run off in the staff work room. The amount for 2012-2013 was approximately 300. Leave copies in the work room for the 'Packet Assembly' workday (set just prior to the first day of school).

Determine projected cost of 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade Study Trips and **AFTER** confirming the figures with the Treasurer, notify the individual 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade Study Trip Coordinators what the Requested Pledge Amounts will be for that current year.

Note: Prior to the 2011-2012 school year, the 5<sup>th</sup> Grade Pledge was \$240/ea student, and the 6<sup>th</sup> Grade Pledge was \$400/ea student. These were not the actual cost of the study trips, but were a portion of the actual costs. Due to our current funds in the Study Trip Bank Account, we were able to significantly reduce the pledge amounts per grade, per

student. Refer to the Study Trip Spreadsheet for Actual Costs per grade and to determine what the current year Pledge Request will be for the current school year.

In September see School Secretary for obtaining a copy of the 6<sup>th</sup> grade Nature Bridge contract for the Yosemite Study Trip. In December, the 5<sup>th</sup> grade Camp Ocean Pines contract should be available as well. This helps in determining the projected and actual costs per student for your Study Trip Reconciliation report.

Authorize study trip expense payments and make copies of invoices for your records. The invoices can be obtained from the financial secretary.

Review pledges received with Study Trip Coordinators and offer assistance if needed.

In May, produce the Projected Cost and Actual Cost Study Trip Spreadsheet for 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> grades and maintain in the VP Study Trip Binder.

Assist the PTA President in selecting class level Study Trip Coordinators, and VP Study Trip successor