

Standard Operating Procedure <b>CLASS TRIPS – MAIN SCHOOL (K-7)</b>	HSA-SOP 1.0
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## 1.0 PURPOSE

This document defines the roles, responsibilities and processes for the organization and communication of information related to class trips for the main school.

## 2.0 RESPONSIBILITIES

Function	Activity
Teacher	<ul style="list-style-type: none"><li>● Identify location, date and time for Class Trip (per grade). Communicate the information to the HSA along with invoice</li><li>● Work with office to identify additional class trip cost, including bus expenses</li><li>● Communicate parent fees to assigned class</li><li>● Collect fees from all parents</li><li>● Work with office for transportation payment (and tip if appropriate)</li></ul>
HSA	<ul style="list-style-type: none"><li>● Identify and communicate amount the HSA will contribute toward class trip expense. The amount available will be determined by fundraising efforts during the school year<ul style="list-style-type: none"><li>○ Any amount over the designated HSA contribution will be divided among the students in each grade</li></ul></li><li>● Process invoice for payment</li><li>● Communicate information (date/location) to the Key/Class parents per grade</li></ul>
Key/Class Parent	<ul style="list-style-type: none"><li>● Works closely with teacher to identify if any snacks/beverages are needed for trip.</li></ul> <p>Note: The cost of the trip for the Key/Class parent will be determined by fundraising efforts during the school year.</p>

## 3.0 PROCEDURE

- 3.1 The HSA will identify /communicate the monetary contribution toward class trips for the upcoming school year. The amount will be determined by fundraising efforts during the school year.
- 3.2 The teacher(s) identify the location, date and time for class trips, per grade.
- 3.3 The teacher will communicate this information to the HSA and provide an invoice for payment.
- 3.4 The teacher will work with the office to arrange for transportation for the class trip
- 3.4 The teacher will work with the office to identify any additional class trip costs (including bus) and send out a request for family payment. The teacher will collect and track all monies received.
- 3.4 The HSA will process the invoice for payment and return a check to the teacher.
- 3.5 The HSA will communicate the date and location of the class trip to all key/class parents.

3.6 The Key/Class parents will work with teachers to identify any if any snacks/beverages are needed.

Key/Class Parent

- If a Key/Class parent is unable to attend a class trip, they must notify the HSA.
- The HSA will look for an alternate from a list of approved parents at the school.
- The Key/Class parent should not look for their own replacement in their absence.

## **4.0 APPENDICES**

### **APPENDIX 1**

#### **Example Email to Key/Class Parents**

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All

We received confirmation that the class trip for fifth grade is scheduled for 21-May at the Liberty Science Center.

Please confirm if you can attend the trip. If you are not able to attend the trip, the HSA will work to appoint an alternate.

Key Parents: Please work with Miss Schmidt and Mrs. Miller to coordinate drinks and snacks on the bus. Also, check to see if coolers are needed to keep lunches cool during the trip.

Thank you.

## 5.1 DOCUMENT REVISION HISTORY

<b>Document Revision History</b>		
<b>Version No.</b>	<b>Description of Change</b>	<b>Justification of Change</b>
1.0	New SOP Developed	N/A