

Standard Operating Procedure FIELD DAY – MAIN SCHOOL	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 field day for the main school.

2.0 RESPONSIBILITIES

Function	Activity
HSA	<ul style="list-style-type: none">● Identify activities for field day● Schedule activities for each day/per class● Confirm Key/Class Parent attendance● Obtain lunch orders and schedule lunch● Ensure appropriate set-up the day of each event● Purchase items needed for lunch and activities
Principal / Administration	Review / approves proposed activity schedule
Maintenance Supervisor	<ul style="list-style-type: none">● Set-up and maintain water stations● Purchase items from Restaurant Depot as identified by HSA
Key/Class Parent	<ul style="list-style-type: none">● Ensures that assigned class attends activity during allotted time● Assists during lunch as needed● K-4: Handles face-painting and tattoo application, cleaning up the station before leaving● 5-8: Assists face-painting and tattoo application, cleaning up the station before leaving

3.0 PROCEDURE

3.1 The HSA reviews what activities were scheduled the prior year. Identifies (with vendor) any new activities to replace older/outdated ones.

3.2 The HSA secures the activities with vendor, obtains invoice and processes for payment

3.3 The HSA solicits food selection from each class and ensures correct counts are used to purchase food and serve food the day of the event (Appendix 1, 2, 3).

3.4 The HSA collects Key/Class Parent attendance at Field Day and organizes approved alternates as necessary.

3.5 Work with Maintenance Supervisor to ensure:

- Water stations will be set-up
- Appropriate items are purchases from Restaurant Depot (hamburgers, hotdogs and bagels).

3.6 HSA will purchase (and keep count for next year):

- Water
- Chips (Individual bags)
- Juice Boxes

- Ketchup / Mustard
- Rolls
- Watermelon
- Face Painting supplies
- Tattoos

3.7 HSA will put together schedule of activities for each day (Appendix 1)

3.8 The Administration reviews, modifies and/or approves the schedule for distribution.

3.9 The HSA distributes the scheduled to the key/class parents the day of the event at the morning kick-off meeting.

General

- There should be two (2) Executive Board members at each scheduled Field Day. They will ensure that the set-up and event schedule is correct.
- Vendor used for all inflatables and photobooth is: Party Perfect
- Ice pops have been donated a parent (for main and preschool) and are distributed at the end of the day.

Budget

Cost breakdown for the previous year should be requested from the Treasurer and should be kept within the same range.

Key/Class Parent

- If a Key/Class parent is unable to attend Field Day, they must notify the HSA.
- The HSA will appoint an alternate from a list of approved parents at the school.
- The Key/Class parent should not appoint on their own an individual to attend in their absence.

4.0 APPENDICES

APPENDIX 1

Example Field Day Schedule

Note: All previous schedules are stored on Google Drive under the Field Day Folder (Archived by year)

<i>Tuesday May 29, 2018</i>		Field Day 2018						<i>Grades K through 3</i>	
	Shoot and Score - Connect 4	Bounce House	Obstacle Course	Face Painting / Tattoos	Photo Booth	Lunch	2 Lane Wacky Slide	World of Sports	Relay Races
	<i>Soccer Field</i>	<i>Soccer Field</i>	<i>Soccer Field</i>	<i>Gym</i>	<i>Gym</i>	<i>Picnic Tables</i>	<i>Soccer Field</i>	<i>Soccer Field</i>	<i>Gym</i>
8:00 – 8:40	KA	KB	1A	1B	2A		2B	3A	3B
8:40 – 9:20	3B	KA	KB	1A	1B		2A	2B	3A
9:20 – 10:00	3A	3B	KA	KB	1A		1B	2A	2B
10:00 – 10:40	2B	3A	2A	KA	KB		3B	1B	1A
10:40 – 11:20		2B	3A	3B		KA / KB 1A / 1B			2A
11:20 – 12:00	1B				KA	2A / 2B 3A / 3B	1A	KB	
12:00 – 12:40	2A	1A	1B	2B	3A		KA	3B	KB
12:40 – 1:20	1A	2A	2B	3A	3B		KB	KA	1B
1:20 – 2:00	KB	1B	3B	2A	2B		3A	1A	KA

• 2 Teams of 2 play at a time

• Please clean up after your class, leaving the table, paints and tattoos neat and clean for the next class

4.0 APPENDICES

APPENDIX 2

Example Lunch Solicitation Form (Sent to all classes)

Note: All previous schedules are stored on Google Drive under the Field Day Folder (Archived by year)



We are trying to organize the food for the various field days. Please determine what the children in your homeroom would like for lunch , and provide the final count back by 18-May. Also, we ask that you include yourself in the count as well. Thank you.

Teachers Name	
Grade / Home Room	

Hamburger	Cheeseburger	HotDog



Please return to the HSA Mailbox – Thank you

4.0 APPENDICES

APPENDIX 3

Example Lunch Selection Tracking

- Used to purchase food
- Provided to parents working the grill to prepare lunch as appropriate

Note: All previous schedules are stored on Google Drive under the Field Day Folder (Archived by year)

GRADE	Hamburger	Cheeseburger	Hot Dog	
KA	2	2	22	
KB	3	9	8	
1A	6	8	9	
1B	5	10	9	
2A	3	12	4	1 hamburger very well done
2B	6	5	5	
3A	2	8	8	
3B	4	6	3	
DAY 1 TOTAL	31	60	68	
4A	1	18	10	
4B	15	13	0	
5A	4	18	6	
5B	2	9	12	
6A	0	13	2	
6B	10	11	4	
7A	5	11	4	
7B	1	13	2	
8A	8	5	13	
8B	4	16	0	1 Cheeseburger no bun
Day 2 Total	50	127	53	
Preschool	0	0	85	Inlcudes staff
Day 3 Total	0	0	85	
GRAND TOTAL	81	187	206	

5.1 DOCUMENT REVISION HISTORY

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