**Parent Volunteer Job**

**History Trip Coordinator**

**Points:** 2

**Report To:** ACS School Board & Administration

**Supplies & Where They Are Located:** History Trip binder is located in the ACS office

**Contacts:** Administration

**Responsibilities:**

1. Meet with 8th grade students and parents before the beginning of the school year (if possible) to discuss:
   1. Designation of a treasurer to track fundraising progress and report to the ACS School Board
   2. Requirements for the trip
   3. Discuss fundraising ideas with group
   4. Attractions to see
   5. Chaperones
   6. Dates of the trip
2. Assign individuals to research the following:
   1. Housing
   2. Travel
   3. Attraction tickets
   4. Airfare
   5. Food
3. Due to costly nature of the trip, everyone should have an equal voice in how things should be done and the costs involved
4. Designated treasurer maintains 8th grade history trip checking account
   1. Log all deposits
   2. Keep track of fundraising progress & reports to the School Board
   3. Works up a budget for the group
5. Purchase airline tickets, if necessary
6. Fundraising using school facilities or done during school time must be approved in advance by the Administration
7. Notify Administration to put all fundraisers in:
   1. Weekly bulletin (deadline – Friday @ noon)
   2. On the ACS calendar
   3. Ask Administration to do a One Call the night before the event
8. Update and have those going (parents/chaperones/students) sign the *Contract & Waiver Release* form
9. Fill out an expense report after returning from the trip
   1. Submit to school treasurer
   2. Add to 8th grade history trip continuity binder
10. Update 8th grade history trip binder and return to the school office

7/1/22 dc