

Handbook for Field Trip Committee Chair(s)

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- Welcome to Leadership in Christian Home-Educators of the Bluegrass! As a leader in our organization you were probably selected to pray about the position and come on board the leadership team because someone saw in you one or several of the following qualities: servant, visionary, willing example, organizer, encourager, pioneer, mentor, or guide. The attitude in your spirit, "How can I be a blessing to this organization and other home-schooling families?" After prayerful consideration you said, "Yes!" Welcome! Thank you! We are a volunteer organization and we need you.
- We are a volunteer organization and as the Field Trip Committee Chair(s) you will work with many volunteers with diverse backgrounds. Be prayed up and patient. Please be flexible some of our volunteers may not do the job as, "perfectly," as you would have done the job. Please remember they are volunteers and although the effort and the result may not be perfect, a lot of times we can work with the volunteer job that they have done, and turn it into a win-win situation. The job gets done and the volunteer gets their volunteer hours completed.
- Mid-March or April you will need to send an email to the Field Trip Committee. The purpose of this email is to determine who is retuning to the organization and who is willing to return to the Field Trip Committee. If you are a new Field Trip Committee(s) Chair you will need to introduce yourself, as such.

Dear Field Trip Committee Member,

My name is _____ and I will be the Field Trip Committee chair for 20__ - 20__. My email address is _____ and my phone number is _____. I realize we are all different in our comfort levels with the computer vs. the phone. You may email anytime, please wait _____ hours for a response, if I have not responded to you in that amount of time via email, please call me. If email and the computer are out of your comfort zone, you may call me between 3-9 p.m. (this is only an example, you may change this at your discretion) Monday-Saturday. Sunday is our family's day of rest.

We are planning _____(number) full committee meeting(s) this year. I will try to give you two-four weeks notice by email, so you can mark your calendar and plan to attend.

(Optional – If there have been changes made to the structure of the field trip committee, you might choose to describe those changes here. Please make sure the changes have received Board approval before you make them common knowledge.)

Could you please take a few minutes to answer a few questions for me?

- I am planning to home-school next year?
- I am planning to join Christian Home-Educators of the Bluegrass next year?
- I am planning to return to the Field Trip Committee next year?
- I prefer to be contacted via email?
- I prefer to be contacted via the phone? The best time to call me is _____.
- I have the following ideas for a Field Trip(s) next year and I would be willing to work on a team to schedule the field trip(s) that I have listed below.
- For a committee meeting _____night is best for me.

Thank you for taking the time to respond to this email in a timely manner. I realize some of you may take more time to respond than others because you need to prayerfully consider all of the above questions. I realize that some of you who have been on the committee for several years may not return because God is calling you to serve in another

area. Thank you for your service to Christian Home-Educators of the Bluegrass, without your service we would not exist.

Sincerely,
In His Service,
Name

Please note. The above is just a sample. Please feel free to use what is applicable to your present situation.

- Once people begin to respond to you, build yourself a list of ideas and teams. Try to match people who have the same/similar ideas. You will need one Field Trip Liaison, one Data Entry Person, and one or more Field Trip Reservationist per field trip, sometimes you may even need a Field Trip Check-in person for multiple offerings. (See full descriptions below)
- As people complete their volunteer work please note what they have done for your records. This has a two fold purpose: 1) You will begin to know people by the job they did for you, so if you do not know their face, you will learn it. When you are introduced to them at an event and you finally meet them face-to-face it will be set in your mind, "Yes, I know you, you did _____." This is great public relations for Christian Home-Educators of the Bluegrass. 2) Keeping your list as you go makes it easier at the end of the year if you are asked what volunteer work a particular member performed.
- Getting every single committee member together all at the same time is just about impossible. One effective technique to deal with this problem is to type up your notes before and /or after the meeting and to email the notes to all of your committee members. If someone is unable to attend they can read the notes at their convenience and then email or call you.
- Field Trip Committee meetings should include your Board Representative and an invitation to the President. The President does not have to attend, they can delegate it solely to the Board Representative; however, they do need to be invited.
- In March, begin to pray about the field trip offerings for the upcoming school year. A hot button issue every year since the beginning of this organization is the amount of Theatre and Fine Arts offerings on the calendar, as the Field Trip Committee Chair(s) you will/would need to prayerfully consider how to approach this issue and how much to offer to meet the needs of the entire organization.
- Fall Semester – one large out of town trip – possibly three to eight weeks into the semester.
- Spring Semester – one large out of town trip – possibly in April, once the Learning Zone is complete for the semester.

Please be mindful of the fact that we have families who participate in the Learning Zone and they also desire to participate in Field Trips. Traditionally, field trips have been offered on Friday, in order to serve the entire membership the Board feels it would be wise to offer Field Trips on other days. Things to consider:

- Does the field trip team member participate in the Learning Zone and would it serve them as a member, driving this organization, to allow them to schedule their field trip on a day other than Friday? If it serves one person perhaps it will serve others also, the Board feels flexibility is needed here because we are all volunteers.
- Perhaps the business does not allow field trips on Mondays or Fridays.

- Perhaps because a business can only accommodate a small number of participants, i.e. 12-15, we need to do multiple offerings of this field trip. One day could be Friday to accommodate our members who prefer their field trip on Fridays. A second offering could be Thursday or Monday to accommodate our members who attend the Learning Zone. To be fair both offerings need to be posted on the Events Calendar simultaneously, it does not serve the membership to present a Field Trip as a Friday only offering; then once it is full to backtrack and offer the field trip on a Thursday. Members could miss a wonderful opportunity because when they checked the website it was a Friday only offering and they never received word of the change.
- One thing the Board wishes to stress is the continuity of the home school week. There are members who do not participate in the Learning Zone and they desire their field trips on Friday; so they can teach Monday-Thursday and attend a field trip on Friday. Many of our members do participate in the Learning Zone and they would like to see field trips on some other day of the week. In order to preserve as much continuity for all concerned the Board has recommended flexibility to be the rule here. If a field trip is scheduled on a Monday this would allow for Tuesday-Thursday and/or Friday to be spent at home in the classroom. Another option would be Wednesday, which would allow for teaching on Monday-Tuesday, field trip on Wednesday, teaching on Thursday-Friday (or Learning Zone). Please keep in mind, you are working with volunteers and you desire to serve as many members as possible. Try to avoid Tuesdays, if at all possible, because it leaves the classroom instruction time at home being one day and then three, very difficult to maintain continuity.
- Offering a field trip in the afternoon, if it is convenient for the business, is also a great option, this allow families to do all or most of their schoolwork in the morning and then spend the afternoon together in a different learning environment.
- One free field trip per month.
- Safety City is usually scheduled in the fall. This is a second grade only field trip. You need someone on the Field Trip Committee who has a rising second grader to schedule this trip. They need to attend this Field Trip with their child, as a chaperone. You need to look at the number of first graders and add 10%, for growth, to the current number; this is a projection of how many potential second graders you will have in the fall. If this number is over 20, you will need two (2) different dates for this field trip. Divide the number by 20 in order to determine how many dates you need. You may choose to schedule a 6-12th grade only field trip the same week. You may schedule other age group specific things this week also, try to be considerate and not put so much on the week that you are sending families in several different directions in one week and exasperating them.
- Another option with Safety City is to offer this field trip for second and third graders (who have never attend before). Offer this field trip only every other year. Follow the above steps. One benefit to this is allowing families who have children that are a year apart to go once instead of back-to-back years.
- One fellowship field trip per month, a picnic or meal scheduled with an academic offering.
- One Academic offering specifically geared towards 6-12th graders only per month, i.e. a visit to a Physical Therapists office to see what they do; a Veterinary clinic; CSI lab; these field trips usually require an "in" as a contact, be it a spouse or former employee. This should be as in depth and hands on as the business will allow, please remember these businesses must live within OSHA's guidelines.
- Please remember we must share the calendar with Academic Evaluations, Fellowships, and Community Service, and The Learning Zone. We are a full service organization. As the Field Trip Committee Chair(s) if you visit the Master Calendar or receive word from the Communications Master Calendar Co-Coordinator

that the calendar is becoming too full you may need to say, “No,” to a field trip committee member. Because other committees and their members need to get their volunteer hours in it is unfair for field trips to hog the calendar, so to speak.☺

- March/April – The Thoroughbred Center puts their upcoming school year season out at this time; the Thoroughbred Center coordinator should contact you with the dates. Please understand that you have the right to say, “No.” Please note the above statement applies to all field trip ideas that are pitched to the Field Trip Committee Chair(s).
- It is the responsibility of the Field Trip Committee Chair(s) to keep an eye on the schedule and to say, “No” to field trip committee members:
 - o The schedule is too full with dates from the other committees
 - o The schedule already has a like field trip scheduled during that semester
- If you find yourself in a position where you need to say, “No” to a field trip committee member try to be encouraging for their idea and use it the next year and offer them first dibs to be the one to work on the team to schedule that field trip, use it as a seed. If you do not have plans to be the field trip chair for the next year, please pass the idea on to the one coming behind you.
- Lexington Children’s Theatre typically does not set their season until May or June. They have traditionally been scheduled on Tuesday because they are closed on Mondays.
- In January 2005, the recommendation from the board of Christian Home-Educators of the Bluegrass was to create field trip teams for each and every field trip to be scheduled for our organization. This allows for more members to complete their volunteer hours, plus, it lightens the load for all field trip committee members. A possible format could look like this:

Field Trip Team Member Job Descriptions

- o Field Trip Liaison - This person is responsible for making the phone call from our organization to the business. They gather information; they pitch the idea to the Field Trip Committee Chair(s). The Field Trip Committee Chair contacts the Communications Master Calendar Coordinator and obtains a date or dates for the field trip. Once the idea is approved by the Field Trip Committee Chair(s), they have a confirmed date with the Master Calendar Coordinator through the Field Trip Committee Chair, and the business, they communicate all of the information to the Data Entry person for the team and the Team Reservationist(s). If there are multiple offerings of a field trip this person could also do check-ins. This team member is responsible for seeing that the Treasurer receives the correct invoice in a timely manner in order to be paid. Once the deadline for the event has past the Field Trip Reservationist should email or call the Liaison with the reservations that have been paid for and/or confirmed. The Liaison calls in the final numbers and confirms the invoice with the business. The Liaison then hand delivers or mails the invoice to the Treasurer.
- o Data Entry Person – This person is responsible for typing up and submitting the online data entry form for the field trip. Please encourage the data entry person to “sell their field trips” on the website and to submit their entry ASAP, once they have final conformation from the Liaison. The more time we give our members to plan the better for everyone. Keep in mind if the field trip has multiple offerings, i.e. Theatre or Great Harvest you may need to submit the form multiple times with different dates, times and Reservationist(s). If there are multiple offerings of a field trip this person could do check-ins.
- o Field Trip Team Reservationist(s) – knows the rules for the Field Trip. This person will accept the reservations for their assigned field trip. They need to do check-ins also if there is only one offering of

the field trip; if there are multiple offering of the field trip the other members of the team should help. This team member needs to be comfortable with the Event Tally Sheet, the CHB Deposit Sheet, and handling money. It is the responsibility of this team member to take the deposit to the Field Trip Board Representative in a timely manner, so the Board Representative can make the deposit, send the necessary paper work to the Treasurer and the Treasurer has time to write a check and mail it, all in keeping with CHB's independent verification policy. Once the deadline for the event has past the Field Trip Reservationist should email or call the Liaison with the reservations that have been paid for and /or confirmed. The Liaison calls in the final numbers and confirms the invoice with the business. The Liaison then hand delivers or mails the invoice to the Treasurer. Again, the Reservationist takes their deposit to the Field Trip Board Rep who audits them and the Board Rep takes the deposit to the bank, within 48 hours of receipt. The Board Rep is responsible for getting a copy of all the necessary paper work to the Treasurer (Tally Sheet, Deposit Sheets, Check Request Form). One week before the event is to occur, the Reservationist needs to send out a reminder email to all of the CHB members who have paid or signed up for an event, "Mark your calendar/Lesson Plan Book." If it is a free field trip the Reservationist should email a copy of the Tally Sheet to the Board Rep, so the Board Rep has record of who is using the organization and how. The Board Rep is responsible for maintaining a notebook of all of the above information. It is recommended that said notebook be carried to all of the Board Meetings.

A sample announcement:

Hello All,

You are signed up for the play, "Buffalo Soldier," at 12 noon, on Wednesday, March 30, 2005, at the Thoroughbred Center. Upon your arrival please check-in with Donna Walker. She will be waiting in the lobby with the list of all who are signed-up to attend. Check-ins begin at 11:45 a.m. and the play begins at 12 noon. Just a note for those of you who are new, there are no tickets handed out, checking in with Donna and having her mark you present gets you seated with our group.

Just a reminder that the Thoroughbred Center has requested that we not save seats, if you desire to sit with a particular family, please wait in the lobby for them and then be seated. Also, a Teacher's Guide is available for you to download at the website, [www. CH-EB.org](http://www.CH-EB.org), click on the Events Calendar, then, "Buffalo Soldier."

If you are unable to attend please notify Donna, (859) 351-5972, so she will not be standing in the lobby waiting for you and missing the show.

Thank You,
Kim Brown

Please feel free to modify the above to meet your needs.

- Field Trip Check-in Person – Ideally check-ins should be handled by one or all of the above team members. There could possibly be a time when a field trip team needs additional help in this area. This is a great way to use someone who is new to the organization, new to home schooling, new and feeling overwhelmed. This person would receive the Tally Sheet from the Reservationist, they would attend the field trip, introduce themselves as a representative of CHB to the business, greet our members as they arrive, and stay to participate in the field trip.

Where do we come up with all of those wonderful ideas for Field Trips?

- Encourage your field trip committee members to pitch ideas to you based on what they are studying in History or Science, chances are there are other members studying the exact same thing. We are also a

volunteer, member-driven organization; this approach allows the members to have a voice in the organization.

- Look at the survey from the previous year for field trip ideas; this allows any member, regardless of committee a voice in the organization.
- Check what has been done in previous years, if there is a field trip that was done three or four years prior, perhaps it is time to repeat the field trip.
- Pray. Ask God for wisdom and creativity as you put all of these puzzle pieces together. Remember your job is to serve the entire membership to the best of your ability.
- **Goal** – have as much, if not all of the Fall Semester events posted to the website by August 1st. This allows the Field Trip Team Members to do the majority of their work in the summer time before they need to devote their time and energy to teaching. This also allows the membership an opportunity to sign-up for the full semester at the kick-off fellowship for the start of the school year.
- **Goal** – have as much, if not all, of the Spring Semester events planned and on the Events Calendar by November 1st. This allows our members the option to either sit down with their calendars and plan field trip participation before the holidays or immediately after the holidays.
- Once the above two goals have been met, please send an email to the Communications Chair and request a mass email to the membership.
 - “Please be sure to visit the website. The Field Trip Committee has been hard at work serving you and we have the Fall (Spring) Semester complete. You may sign-up for any field trip once it is posted to the website, you do not need to wait for the fall fellowship event. Please do not wait till the last minute; this could result in a field trip being cancelled due to a perceived lack of interest. Please remember it is one check per event.” This is just a sample, please feel free to adapt this as you see fit.
- **Setting those deadlines** If it is a field trip in which money must be collected, the deadline needs to be set at a minimum four weeks prior to the date of the field trip. This allows for the Reservationist to get all of the checks in, get their CHB deposit ticket completed and get the deposit to the Field Trip Board Representative. The Field Trip Board Representative will audit the deposit against the Tally Sheet and the Deposit Sheet, if it is correct they will take it to the bank within 48 hours. If it is lacking it will not go to the bank until it has been corrected. Then, the Field Trip Board Representative will mail a copy of the Tally Sheet; the CHB deposit sheet with the yellow copy of the deposit ticket from the bank stapled to it; a completed request for payment for the field trip. The Liaison will mail any invoices relating to this field trip to the Treasurer. Following this procedure allows the treasurer three weeks to mail the check for any given field trip. This deadline date treats all concerned with respect to the fact that we are all volunteers and have lives outside of this organization. We have tried shorter deadline dates in the past only to run the Field Trip Board Representative and the Treasurer all over town trying to get a field trip paid for; please be respectful of all concerned. If we do not treat our volunteers with respect we will not have anyone to volunteer.
- **Exception to the Rule:** In the past when we have dealt with Newport Aquarium, Hummel Planetarium and the Cincinnati Zoo, we have collected the money to pay for the field trip(s) in advance. This guarantees a commitment from our members and allows us to have the money in the bank to pay for the field trip the day of the event. All of these organizations desire a check payment at the door and issue a receipt for the total paid, if you are going to put any of these three organizations on the schedule, before doing so you should have the Field Trip Board Representative check with the Treasurer to see how the current Treasurer desires to handle this situation. One possible solution might be that the Treasurer desires to attend this Field Trip;

they will bring the checkbook and write the check to cover those who are present. Any other possible solution to this situation would need to come from the current Treasurer.

- If it is a field trip in which money is to be collected, the Board of Directors agreed in March 2005, no email sign-ups for reservations may be accepted. A CHB member is not registered for any event until their fee has been received via the U.S. Mail or hand delivery. In the past, when we have allowed members to sign-up via email and then mail a check, this has placed our volunteers in a position of being a “collection agent” for CHB. The Board believes we must treat all of our volunteers with respect and protect their time.
- If we are offering a free field trip, reservations may be accepted via email.
- Please encourage all Reservationists to run a waiting list. Many times they may receive a last minute call from someone with a sick child. If they have a waiting list they may be able to help sell tickets for a pre-paid event. If it is a free event they may be able to simply fill the slot, so we are taking a full group on the field trip.
- The Field Trip Committee Chair(s) is/are responsible for tracking the service of the Field Trip Committee members. Please keep a running list from the start of your season as the Field Trip Committee Chair(s), if you keep your list current it will keep you from calling on someone who has already served; thus, not hurting feelings because a member may perceive that their time and service was not valuable to the organization if you do not have it documented and forget in the busyness of home-schooling what they did. Your list needs to include the committee member’s name and their completed task. You will need to turn this in to your Field Trip Board Representative once your planning for the year is complete.
- The Field Trip Committee Chair(s) is/are responsible, once a month, for submitting a Field Trip Committee Report to the Field Trip Board Representative to be presented at the Board meeting. The deadline for these reports is usually the Tuesday before the board meeting, the first Thursday of any given month.