

REACH Field Trip Organizer Responsibilities

1. Present plan of proposed field trip ideas to Field Trip Coordinator. A month's notice is requested to give members time to plan their schedules.
2. You must have at least three volunteers to work with you when planning an activity. One person must be willing to take your responsibilities if necessary.
3. You will be responsible for all contact information and Realm (<https://onrealm.org/reach>) announcement information by emailing event information to the Active REACH Group. If you need RSVP's, please set up an event using <http://www.signupgenius.com>.
 - How many students/parents can participate?
 - Ages or grades participating.
 - Last date by which parents can sign up.
 - If bag lunch or money needs to be brought.
 - Appropriate number of chaperones Ex: All preschoolers and young elementary students must have a parent present. If a parent brings other children, make sure you have enough chaperones for the additional children. Also, whoever brings the children is responsible for behavior and location of them.
 - Duration of field trip/tour.
 - Cost arrangements? Deadline and amount for deposit required?
1. When compiling a list of reservations for a field trip, be sure to get each member's home number in case of cancellation.
2. The day before field trip, you will need to call contact person to confirm trip.
3. The day of field trip, arrive 30 minutes prior to instructed time. Designate meeting place for participants if applicable.
4. At the beginning of the field trip or activity, you should share with participants how this field trip or activity can be related to God's word. Share a short devotion or a few scriptures. The purpose of this is to show how all things relate to God. If you need help with this, please contact the Support Group Leader for assistance.
5. After field trip, notify the Activity Director of any problems, or concerns, # who attended, and most important - if it was a success.
6. REACH Organizer of the field trip should send a thank you note to the person at the field trip that made the arrangements for them or the actual instructor.