



Trip and Event SOP

Overview:

Homeroom and subject teachers are often tasked with planning trips and/or events with different purposes through the year, including classroom integration and curriculum extension. The following document outlines procedures for the carrying out of those trips/events.

Before a trip/event:

1. Discuss with homeroom partners or collaborating teachers about your event/trip. Discuss details asked for on the "Trip/Event Request Form." Call the venue to make a reservation for a specific date and time.
2. ["Trip/Event Request Form"](#)
 - a. Admin approves the trip/event OR the admin asks for clarifying details by email.
3. When it's approved-- go to Outlook calendar: Set the trip/event in the Teachers Calendar
 - a. Events must be set at least one week in advance on the Teachers Calendar. A few details regarding the event should be provided. The following administrators must be invited to the event:
 - i. PreK – G4: natalia.slodzinka@ias.edu.pl
 - ii. G5 – 8: melissa.roginski@ias.edu.pl / principal@ias.edu.pl
 - iii. G9 – 12: viceprincipal@ias.edu.pl / principal@ias.edu.pl
 - b. If the trip/event is in collaboration with other teachers, don't forget to invite them as well!
4. Communication. It is vital that both homeroom teachers are knowledgeable regarding the logistics listed below. So that while one teacher may take the lead, all teachers taking part in the trip/leading the event must be aware of all pertinent details in order to effectively support each other. It is a collective responsibility to ensure all teachers involved are kept up to date.
5. Logistics
 - a. Permission Slips (for trips)
 - i. Use the permission slip template found _____
 - ii. Collect money and permission slips. Double check that the student has written an emergency phone number on the permission slip.
 - b. Materials (for events)
 - i. Fill out the "Order Request Form" if supplies are required for the event
 - c. Photographer-- delegate the task of photographer to a trustworthy and talented student if the attending teachers will be otherwise occupied
 - d. Schedule (for events)



- i. Prepare a cohesive schedule of events including time, activities and which teachers are supervising each activity, details, etc.
- ii. Schedule should be distributed in advance of the event. Digitally on Teams is preferred, but a few printed versions for teachers in the teachers' room is also recommended.

During the trip/ event:

- Photos should be of students and staff engaged in activities reflecting the objectives of the event (i.e. integration).
- At multiple times throughout the trip/event, supervising teachers should count the number of students.

After a trip/event:

1. Trip/Event organizers are responsible for providing the following:
 - a. A write-up summary: a short description of the trip/event; it's success/failure and winners if applicable. The summary must then be sent to the principal to add to the weekly bulletin.
 - b. *Quality* photos of the trip/event
 - i. When uploading photos, organizers are to create a sub-folder which is labelled as follows: **Event Name_Date**
 - ii. Photos are then uploaded to the following Microsoft Office SharePoint: Teachers [IAS Images 2022_23](#)
2. Please complete a short [Event Reflection Form](#) (Event only)