

## PK-6 Field Trip Coordinator

Contributed by Michelle Lynn Nash  
Tuesday, 09 October 2007  
Last Updated Wednesday, 19 August 2009

Lynn Brandon is our new Coordinator and her picture and profile are coming soon.

PK-6th Grade Field Trip Coordinator:

- § Help organize field trips by scheduling dates and times for trips they or others plan
- § Encourage parents to plan trips and offer suggestions for possibilities
- § Plan trips that stay within the HEAR Statement of Purpose and Belief
- § Oversee scheduling of all organized field trip planning and use the HEAR calendar in order to prevent conflicting activities
- § Contact the director with necessary information for the HEAR calendar and website and keep them informed of trip plans
- § Review the fieldtrip/event guidelines
- § Make the guidelines available to the persons planning an event and assist them in following the guidelines if necessary
- § Send email announcements to the HEAR leaders
- § Prior to the event, inform the organizer to arrange for several event attendees to take photographs, purchase prints and donate to the HEAR scrapbook/yearbook, and when appropriate, submit information to the Publicity Coordinator
- § Submit a bio and photograph to the Website Administrator