

Field Trip Coordinator

Plan two field trips per year - one in the fall and one in the spring.

Request a field trip date from the Curriculum Director(s).

Research possible locations for the trip, select the best option, present the proposal, including all costs, to the ICL President and the Curriculum Directors for approval.

Once approved, work with representatives of each site

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On the day of the trip, pay any entrance fees, restaurant bills, etc. with a personal credit card. Keep all receipts.

Provide an envelope for "tips" for the bus driver. (Envelope passed around at the end of the trip for bus driver's gratuity.)

After the trip, submit all costs, receipts, and any other back-up documents to the Financial Director(s) for reimbursement.

Send thank you notes to our hosts at each venue (using Willamette U. note cards).