

CHESF Field Trip and Activities Committee Guidelines

Thank you for volunteering to be on the Field Trip and Activities Committee. It is our goal that CHESF offer a variety of enriching activities throughout the year to accommodate our diversified membership.

Any member can organize a field trip or activity. Some events will be appropriate for a certain age group, many will overlap, and some events will be provided for the entire family. We have chairpersons to represent different ages to ensure that each group is adequately provided for.

Committee Chairperson: If you have been asked to serve as the committee chairperson, rather than planning all the events yourself, we encourage you to enlist other members with similar aged children to help decide which events to offer. This will provide an opportunity for you and your children to build relationships with other CHESF families as well as help share the responsibility of planning. Provide these committee members with a copy of this Committee Guidelines form, an Activity Planner and mentor them as they learn to plan one event. Our goal would be for you to enlist enough individuals so that committee members would be responsible for only two or three field trips a year.

We are looking forward to a great year and appreciate your involvement. Here are some guidelines to help you plan your event.

- When thinking of ideas, plan activities that your family would like to attend and then invite others to join you in the form of a CHESF field trip. If you are having trouble coming up with ideas, consult the Field Trip Ideas page.
- Once you have your idea, check the online activities calendar to select a date that will not conflict with other events. For better attendance try to avoid scheduling too much during one week. Also, plan far enough ahead to allow for RSVP and collection of funds if needed beforehand.
- Call facility to schedule date for field trip/activity. Using the Activity Planner as a guide, gather all pertinent information. Consider age restrictions, minimum number required, and group size limitations. Communicate to host age of children attending so material covered is age-appropriate.
- Publicize your event. Write up a news announcement that includes: Event name, date, time, location and directions, cost, RSVP date, any other pertinent details and list your name, e-mail and phone number as the contact person. Consult with Field Trip and Activities Coordinator if you have any questions. Post announcement to CHESFChatter@YahooGroups.com for distribution to members. Keep in mind if you submit by the 28th of the month, your field trip will also be publicized in the CHESF monthly newsletter.
- Respond to all inquiries in a timely manner.
- Collect any fees charged whether in advance or at the door. Some field trips require a minimum number of attendees in order to get a discounted price. When appropriate, you may need to request advance payment. Some businesses offer a free ticket with a certain number of tickets purchased. To be fair, include the value of this free ticket when calculating the cost of individual tickets or offer a reduced rate to a family with several children attending.
- Plan to arrive early and if needed, setup before and be responsible for cleanup after event.
- Do your best to make this event a positive experience for both the homeschooler and the host. We represent homeschooling in general and want to leave a good impression. Inform Field Trip and Activities Coordinator of any problems that may arise.
- Send thank you notes/e-mails after event as appropriate.
- Provide news article for CHESF monthly newsletter with details of event by the 28th deadline.

Thank you again for volunteering. Please feel free to contact the Field Trip and Activities Coordinator if you have any further questions.

Your CHESF Steering Committee
