

# PROCEDURE

**Title: Events / Activities/ Field Trip Request & Documentation**

	PREPARED BY		CHECKED BY		APPROVED BY	
<b>Name</b>	Rim Kabbara		Rim Kabbara		SMT	
<b>Position</b>	Executive Director		Executive Director		SMT	
<b>Prepared</b>	SY 2018-2019	<b>Reviewed</b>	SY 2019-2020	<b>Valid until</b>	SY 2020-2021	

## 1. SUBJECT :

This procedure describes how faculty & staff members request events and fieldtrips. Procedure exists to prevent an overlap of events on the school calendar and to ensure proper documentation.

## 2. APPLICATION DOMAIN :

The actual procedure is relative to: Student Affairs

## 3. RESPONSIBILITY :

The operation department has the responsibility to apply this procedure.

## 4. DESCRIPTION:

N°	STEPS/PROCEDURES	Responsible
1	Faculty member sends online event request to student affairs two weeks prior to the event. Request must be made on official Event Request/Report form ( <i>Appendix A attached</i> ) with the list of participants (Student and/or staff), location map (when applicable).	<i>Respective Faculty Members</i>
2	Discuss event details and approval with SMT & check the events calendar.	<i>Student Affairs</i>
3	If event is approved, the faculty member will receive an approval email/ verbal consensus and shall upload the Event Request/Report form immediately to the correspondent folder on the shared Drive under Events Documentation 18/19 created by the secretary. Student Affairs shall create a Follow-up form with the respective Faculty member listing the timeline to measure and assess the progress of the project/event/field trip	<i>Respective Faculty Member &amp; Student Affairs &amp; Secretary</i>

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4	Inform teachers of the event and place on the events calendar on the shared drive	<i>Student Affairs</i>
5	Depending on the nature of the Event, a meeting might be scheduled to discuss the best course of action.	<i>Respective Faculty Member &amp; Student Affairs</i>
6	Assign chaperons (Teachers/Staff) to go on the trip with the ratio of 1 chaperon for every 10 students.	<i>Student Affairs</i>
7	Inform Student Affairs of the list of chaperons and prepare coverage accordingly.	<i>Student Affairs &amp; AD of Instructions</i>
8	Respective Faculty member shall inform Finance & Resource department if bus is needed by submitting a transportation request ( <i>Appendix B attached</i> ), as well as any needed funds to be collected.	<i>Finance Dept., Resource Dept. &amp; Respective Faculty Member</i>
9	Respective Faculty member shall amend the sample consent form ( <i>Appendix C attached</i> ) and email to Student Affairs for approval and placement of document number.	<i>Student Affairs &amp; Respective Faculty Member</i>
10	Ensure consent forms are sent to parents 3 to 5 days prior to the event.	<i>Respective Faculty Member</i>
11	Respective Faculty member shall collect the fees ( <i>if applicable</i> ) and give to financial department. (Transportation Fee as per Financial department is QR 50 per student).	<i>Finance Dept., Resource Dept. &amp; Respective Faculty Member</i>
12	Collect the school camera to take photos. Personal mobile phones might be used as well to take photos.	<i>Resource Dept. &amp; Respective Faculty Member</i>
13	Respective Faculty member shall inform attendance supervisor of the final list of students going on the trip and the periods students will miss before leaving on the trip to place Excused Absence.	<i>Respective Faculty Member Attendance Supervisor</i>
14	Respective Faculty member must collect all signed consent forms from students. If a student forgot his consent form, respective faculty member shall contact his parents to provide an alternative written concern through email before the trip time. Failure to reach-out to the parents or receipt of alternative written consent form will result in keeping the student at school.	<i>Respective Faculty Member</i>
15	Students not participating in an event/trip shall stay at school and follow a custom made schedule for that day by student affairs	<i>Student Affairs</i>



**DEPARTMENT: OPERATION**

**Doc. No. - SOP-033**

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<b>N°</b>	<b>STEPS/PROCEDURES</b>	<b>Responsible</b>
16	School executive director and/or social worker shall address students before leaving to remind them of the rules and regulations on a field trip	<i>School Executive Director Social Worker</i>
17	After the event / fieldtrip, faculty member must record the outcome on the online Event Request/Report Form and provide photos and required documentation on the <i>google Drive</i> .	<i>Respective Faculty Member</i>
18	Respective Faculty Members and/or Student Affairs shall design a survey to collect feedback from students and/or faculty & staff and shall upload results to the shared drive	<i>Respective Faculty Member Student Affairs</i>
19	Student Affairs shall schedule a meeting with the respective faculty member to debrief on the event/trip and discuss the result of the surveys for improvement purposes.	<i>Respective Faculty Member Student Affairs</i>