

SBCHI Field Trip Worksheet

1. Determine the following information:

Name of event: _____

Location of event: _____

Date of event: _____ (check calendar at www.sbhomesteaders.com; contact Pauli Hodson at pks825@aol.com or 564-3917 to add event to calendar)

Time of event: _____

Time participants should arrive: _____

Minimum age requirement for children: _____

Suggested age range: _____

of adult tickets requested: _____ x (price of ea. ticket) _____ = \$ _____

of children's tickets requested: _____ x (price of ea. ticket) _____ = \$ _____

Grand Total for SBCHI check: \$ _____

Request for SBCHI check made payable to (include address if check is to be mailed directly):

If check should be mailed to you as the SBCHI organizer, please include your name and address: _____

2. Put out an email on the SBCHI Google group at SBCHI@googlegroups.com. Your email should include not only the details about the event but also the following information:

- All field trip fees must be paid at the time of sign up and are non-refundable. Payment is required to hold a reservation and should be sent to you as the organizer.
- Checks should be made out to SBCHI and should be mailed to you as the field trip organizer.
- Set a payment deadline that gives you ample time to submit the checks to SBCHI Treasurer John Sikich at least one week before he should mail an SBCHI check.

3. Collect the checks, adding names to your reservation list as you receive the checks. Payment is required to hold each reservation. Please check your SBCHI Email/Phone List to make sure that the check is from a current SBCHI participant.

4. When you have collected all of the checks, please double check the total amount and then submit them to SBCHI Treasurer John Sikich either by mail (7606 Rochester Way, Goleta 93117) or by arranging a drop off under the front door mat (john.sikich@gmail.com). Include a copy of the information above in your request for an SBCHI check. John will process and deposit all of the individual checks and then write an SBCHI check. You can either have him mail the check directly to the field trip location (include address above) or you can arrange to have him mail it to you or leave it on his front porch for immediate pick up.

5. If a cancellation needs to be made by an SBCHI member, reservations are transferable to other members. This should be taken care of by the member, without involving you, except to check with you about whether you have a waiting list.

6. If you have a field trip that does not fit neatly into the mold above, please feel free to contact John Sikich at john.sikich@gmail.com and he can help you come up with a more workable plan.

Thank you very much for all of your efforts on behalf of SBCHI. We sure do appreciate you!!!