

CLASS ADVISOR DUTIES & RESPONSIBILITIES

- Advisors should be chosen in the eighth grade.
- Advisors will be aware and follow School Board Policy pertaining to student travel and class trips (cross reference policies JJH, JJR, JICH-VH, JJE-VH)
- Advisors will be responsible for facilitating class trip meetings
- Advisors will facilitate a discussion on how the class will fund its trip
- Advisors will be responsible for attending fundraising meeting each fall to decide on funding raising activities for the year
- Advisors will submit all fundraising activity forms for approval to the superintendent
- Advisors will be responsible for and accounting for all funds raised through class funding raising activities
- Advisors will oversee the selection of the class trip destinations to insure a proper trip is planned for approval of School Board
- Advisors will oversee the selection of chaperones for approval by School Board

Adopted :\_\_12-17-07 \_\_\_\_\_

Amended:\_\_11-20-13\_\_\_\_\_