

Field Trips: (All Schools)

1) Teacher will fill out field trip form: [Field Trip Form](#) and submit with permission slip to building principal for approval. (Please allow 2 weeks for principal approval and for the information to be uploaded into MySchoolBucks)

2) Principal will forward approved field trip form and permission slip (plus any additional documentation parent/guardian needs) to Hannah Stack.

- **Hannah will make the field trip live in the school to start collecting money online and for parent to fill out the permission slip.**
- **Teacher will be able to see which students paid for the field trip by pulling up the *Field Trip Report*.**
- **If a student pays cash or by check, the teacher will log that the student paid in cash on MySchoolBucks desktop version under *Invoices*.**
 - **Secure cash in an envelope with the Teacher's name and what it is for with the amount and deposit it into the school safe.**

Fundraisers: (All Schools)

- 1) Teacher will fill out the *East Granby School District Fundraising Form* and submit to the building principal for approval. (Include any flyers or additional information to be shared with parent/guardian)**
- 2) The Principal will forward fundraising form and any supporting documents to Hannah 1-2 weeks before the start of the event.**
- 3) Hannah will create the event to go live.**
- 4) If a student pays cash or by check for the fundraiser (or any purchased product), the Class/Club Advisor will log that the student paid in cash on *MySchoolBucks* desktop version under *Invoices*.**
- 5) Secure cash in an envelope with Teacher's name and amount and deposit into school safe.**
- 6) Staff will be able to see which students contributed to the fundraiser by pulling up the *Fundraiser Report*.**