**BEDFORDCOUNTY PUBLIC SCHOOLS**

**Subject: Event Template for Teachers**

Provide the following template for teachers to enter their event or item that they would like to advertise on *School Cash Online*.

Send it as an attachment in an email for them to complete and email back to you. Simply cut & paste the details when creating the item in *School Cash Catolog*.

**BEDFORD COUNTY PUBLIC SCHOOLS**

**Template for an Event/Activity**

Teachers: Whenever you have an upcoming event, trip or activity, please answer the 10 questions below and include it with your trip package submission to the Office. We will confirm and provide feedback on the amount so we can notify the parents and/or guardians*.*

Today’s Date: \_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | *Example* |  |
| 1 | Name of Event | *Apple Orchard Trip* |  |
| 2 | Date of Event | *Tues, Oct 2/17* |  |
| 3 | Description | *Date, Time,  Bus Departs,  Bus Returns,  Pack a Lunch, Rain or Shine*  *(4000 characters)* |  |
| 4 | Date to Display Event  on Parent Site | *ASP or Monday, Sept 17/17* |  |
| 5 | Date to Remove Event from Parent Site | *Mon, Oct 1/17* |  |
| 6 | Estimated Cost | *$7.00* |  |
| 7 | Cost to Advertise to Parents | *$7.50* |  |
| 8 | Deposit Category | *Field Trips, Club* |  |
| 9 | Group of Students attending | *Grade 2, Basketball Team, Choir* |  |
| 10 | Estimated Number of Students | *24* |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Principal Signature           Date*