



Parent Teacher Organization

4315 Tumwater Valley Drive SE Tumwater WA 98501

6th Grade Trip to DC

To help support an ongoing and sustainable program the Serendipity Academy Parent Teacher Organization (SAPTO), the following ground rules will apply to teachers and families who would like to participate in the 6th grade trip to DC program at Serendipity Academy:

- Assistance will only be provided to a child in the 6th grade at Serendipity Academy, if a student leaves the school prior to 6th grade SAPTO will not provide funding regardless of any previous participation in fundraising activities.
- Any money that is left at the end of a school year will roll over to assist with funding of 6th grade trips to DC for future classes.
- Only funds raised by fundraising activities specifically dedicated to the 6th grade trip to DC will be used toward assisting students and a teacher chaperone.
- Families and teachers wishing to participate must have a minimum of 20 hours of volunteering with Serendipity Academy PTO for each child with at least 10 of those hours occurring in the year the child(ren) or teacher will be participating in the 6th grade trip to DC.
- The teacher and 6th grade student(s) will be eligible for up to 50% of the total cost for airfare (based on the lowest available fare), lodging (2 students per room) and food (food and lodging based GSA per diem rate average of the DC metro and outlying area) for the trip . If the funds raised throughout the school year are not adequate to finance 50% of the trip for the teacher and 6th grade students, then the amount of money will be divided evenly between the teacher and students whose family qualifies.
- Students needing additional assistance may apply through SAPTO. Families will be required to present financial need for assistance to SAPTO for consideration. Additional fundraising events may be used to raise additional money for these requests.

Any recommended changes to the requirements set forth under this document must be proposed in writing to the SAPTO board for consideration. Only upon approval of the board will this document be amended. All expenditures under this program must also be approved by the board. Money provided by SAPTO will be used directly with vendors for tickets, hotel or other needs of the trip where possible or receipts will be provided to the SAPTO for reimbursement.

Sincerely,
SAPTO
Fundraising Committee