



Communication About Field Trips and Mom's Night Out

We desire for all families of GBHE to know where to find information for activities and for there to be consistency in posting and signing up. The GBHE website is an incredible tool that allows us to have all the information in one place that is easily accessible to all.

For Ideas and Discussion

1. Field Trip Ideas and Discussion can be done on the Forum on the Website.
 1. Once logged in to the Website, click: Forum - New Thread - Field Trips
 1. You can then post on there and all replies regarding that activity will be listed under this.

For Field Trips & Mom's Night Out

1. Hosts of Field Trips:
 1. We ask that you set a date for the event as soon as you can to allow people time to plan.
 2. Coordinate with the appropriate coordinator to post the field trip on the Website calendar. (Aimee Wutka for Mom's Night Out and Annette Withrow for Field Trips)
 3. All field trips will be posted on the Website calendar. Details will be posted under the event. If changes arise regarding the activity, the host is responsible to contact the Coordinator as soon as possible. The coordinator will then go in and edit the event on the calendar to keep the most up to date information available.
2. Signing up for Field Trips
 1. **All sign-ups will be done through the website.** If you have a guest homeschool family who is not a part of GBHE but would like to attend, you may also RSVP on their behalf through the website.
 2. In the instance where there is a cost to the field trip and GBHE needs to pay in one lump sum, you will also be able to pay for your family online at the time of signup. If you have already paid and need to cancel for any reason, no refunds will be given. The fees paid will be put into the general fund of GBHE.
 3. Some field trips may have a maximum number of spots available. If you are interested in going on the field trip but spots are full, you can still sign up and will automatically be put on a waiting list. In the case of a cancellation, the next family on the waiting list will be eligible to attend.
 4. If there are any last minute updates, Signal or a text message will be used to notify everyone of any changes or reminders.

If at any time you are having problems with the website, signing up, or with payment, please do not hesitate to contact someone on the leadership board. We will be more than happy to assist you.