



SOUTH DADE SENIOR HIGH

# ACTIVITIES, FIELD TRIPS, AND FUNDRAISING

2025-2026









# SDSHS ACTIVITIES TEAM



**SHANDRA COLZIE**

Activities AP  
Ext. 2214



**TANYA RAE**

Activities Director  
Ext. 2220



A LACK OF PLANNING ON YOUR PART DOES NOT CONSTITUTE AN EMERGENCY ON OURS!



# ACTIVITIES GOALS & OBJECTIVES



## Organize Activities

- Organization and communication will help all of the activities and events flow smoothly.

## Open Lines of Communication

- In person
- Via Email

## Foster and Build School Spirit

- Can only be accomplished if we all work together



# WHERE CAN I FIND ACTIVITIES FORMS?

- **Fundraising Forms**
  1. Table outside of the treasurer's office (room 1145)
  2. School website under the Activities tab and under the Faculty/Staff Forms tab
  3. Miami Dade County Public School employee portal under the apps tab and under records and forms.
- **Field Trip Forms**
  1. School website under the Activities tab and under the Faculty/Staff Forms tab
  2. One Drive created and shared for clubs
- **Activities Application and Guest Speaker JotForms**
  1. School website under the Activities tab and under the Faculty/Staff Forms tab
- **Club Forms**
  1. School website under the Activities tab and under the Faculty/Staff Forms tab
  2. One Drive Club Folder





# ANNOUNCEMENTS

## Morning Announcements

- Submitted via 7701Announcements
- Must be submitted by 7:35 am to make the announcements for the day

## Afternoon Announcements

- Submitted via 7701Announcements
- Must be submitted by 2:00 pm to make the announcements for the day
- Should really be emergency announcements only to limit class disruption





# VOLUNTEERS

- VOLUNTEERS MUST REAPPLY EVERY YEAR DESPITE THEIR LEVEL. THEY ARE REMOVED FROM THE SYSTEM.
  - Level 1 – does not require fingerprints but is good for only one year
  - Level 2 – does require fingerprinting but is good for 5 years.
- THE VOLUNTEER NUMBER IS NOW THE LAST FOUR DIGITS OF THEIR DRIVER'S LICENSE.
- TO APPLY TO BE A SCHOOL VOLUNTEER YOU MUST GO THROUGH [ENGAGEMIAMIDADE.NET](https://engagemiamidade.net) ONCE THERE IT IS CALLED "RAPTOR"

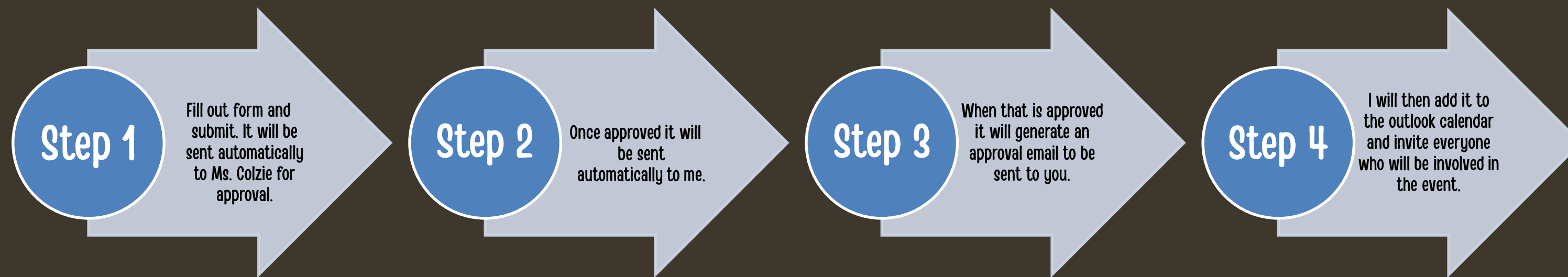


# ACTIVITIES ON CAMPUS

## ACTIVITIES APPLICATION JOTFORM

<https://form.jotform.com/sdshs/activities-application-25-26>

- This form is to reserve a location on campus that is not your classroom.
- Please fill out completely as this will help to ensure you have everything you need for your event to flow smoothly.



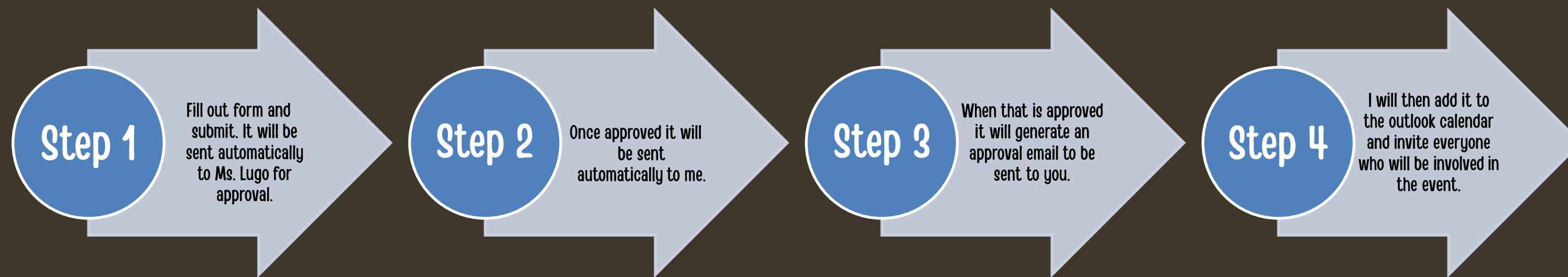


# ACTIVITIES ON CAMPUS

## GUEST SPEAKER JOTFORM

<https://form.jotform.com/252236112441040>

- This form is to get permission for a guest speaker to present to your students in your classroom.
- Please fill out completely as this will help to ensure you have everything you need for your event to flow smoothly.
- Please remember all guest speakers must be escorted once on campus.





# CLUBS

- Email was sent out by Ms. Colzie. The list will be pulled and given to Mr. Britton to review and finalize club sponsors. Once that has happened, the club sponsor will be notified and a club folder will be created in One Drive.
- Club Folder Requirements:
  - Club Roster
  - Meeting Attendance
  - Meeting Notes
  - Anything related to the club
  - Additional paperwork required by Activities Office/Region
- I will need one slide representing your club for club rush and the school web page.
- Supplements usually processed in late September/early October.





# CLUBS

## FUNDRAISING ACTIVITIES

- The sponsor is responsible for completing the Application for Fund Raising Activity form (FM-1018), preparing purchase orders, obtaining the necessary tickets, receipts, or serialized forms to control the activity; along with coordinating, and monitoring the activity. The sponsor is also responsible for turning in the monies from the activity in a timely manner.
- The sponsor must also prepare the Student Activity Operation Report form (FM-09996), complete the check requisitions for payments, and safeguarding the inventory of items being sold or left over for audit purposes.





# SDSHS CREATIVE MARKETING

IN BUILDING SCHOOL SPIRIT, CREATIVITY IS  
THE KEY TO STANDING OUT.



New club where our goal is to market SDSHS through the students who love South Dade while showcasing our academics, athletics and activities.

WHAT I NEED FROM YOU...

- Communication
- Invites into your space and events so we can showcase





# SDSHS ACTIVITIES WEBPAGE AND SOCIAL MEDIA



<http://sdshs.net/activities>



- Updating the webpage
- Check it out
- Be patient it is a work in progress

## WHAT I NEED FROM YOU...

- Push students to follow and constantly check the site for updates and important information
- Share important information and photos so I can constantly stay up with the times and activities around school.





# FIELD TRIP CHECKLIST & PACKET



- There will be a new updated field trip packet (FM 2431). Waiting Region approval. Once I receive, I will send out via email and place on the school website.
- Region Checklist is being updated. Must submit with the field trip packet.
- We will still be using the SDSHS Field Trip Check list as well.

FIELD TRIP CHECKLIST	
2024-2025	
NAME OF SCHOOL: _____	
DATE(S) OF FIELD TRIP: _____	
DESTINATION: _____	
PRINCIPAL'S SIGNATURE _____ DATE _____	
The following information must be completed when submitting a Field Trip Request Packet (FM 2431 Rev. 08-24). This Checklist is to be completed and attached as the cover page for all field trips. Please see the latest Field Trip Handbook that is available on the District's website under ehandbooks. All field trip documents must be typed.	
1. IDENTIFY TYPE OF FIELD TRIP	Check One
<b>In-County no overnight:</b> field trips with no sleeping arrangements or hotel accommodations are approved by the Principal. Does not require Region approval. A copy is submitted to the Region for informational purposes only. The original remains at the school site. Water related field trips Adult/Student Ratio 1:5 (FM 6614) and/or car or van rental (FM 6298), require Region approval. Submit at least 2 weeks prior to the scheduled field trip. In-county includes Broward/Palm Beach/Collins/Morroe.	
<b>In-County overnight:</b> field trips with sleeping arrangements or hotel accommodations require Region approval. Original documentation is submitted to the Region for approval. A copy will be kept on file at the Region and the original returned to the school site to be filed. Water related field trips (FM 6614) and/or car or van rental (FM 6298), require Region approval. Submit at least 2 weeks prior to the scheduled field trip.	
<b>Out-of-County on the School Board APPROVED list no overnight:</b> field trips with no sleeping arrangements or hotel accommodations are approved by the Principal. Does not require Region approval since these field trips are approved by School Board Policy 2340. A copy is submitted to the Region for informational purposes only. The original remains at the school site. Water related field trips (FM 6614) and/or car or van rental (FM 6298), require Region approval. Submit at least 2 weeks prior to the scheduled field trip.	
<b>Out-of-County on the School Board APPROVED list overnight:</b> field trips with sleeping arrangements or hotel accommodations require Region approval. Original documentation is submitted to the Region for approval. A copy will be kept on file at the Region and the original returned to the school site to be filed. Water related field trips (FM 6614) and/or car or van rental (FM 6298), require Region approval. Submit at least 2 weeks prior to the scheduled field trip.	
<b>Out-of-County NOT on the School Board approved list:</b> field trips with or without sleeping arrangements and hotel accommodations require Region approval. Original documentation is submitted to the Region for approval. A copy will be kept on file at the Region and the original returned to the school site to be filed. Water related field trips (FM 6614) and/or car or van rental (FM 6298), require Region approval. Submit at least 2 weeks prior to the scheduled field trip.	
<b>Out-of-State on the School Board APPROVED list no overnight:</b> field trips with no sleeping arrangements or hotel accommodations are approved by the Principal. Does not require Region approval since these field trips are approved by School Board Policy 2340. A copy is submitted to the Region for informational purposes only. The original remains at the school site. Water related field trips (FM 6614) and/or car or van rental (FM 6298), require Region approval. Other than athletic events, out-of-state requests are to be submitted 45 days in advance.	
<b>Out-of-State on the School Board APPROVED list overnight:</b> field trips with sleeping arrangements or hotel accommodations require Region approval. Original documentation is submitted to the Region for approval. A copy will be kept on file at the Region and the original returned to the school site to be filed. Water related field trips (FM 6614) and/or car or van rental (FM 6298), require Region approval. Other than athletic events, out-of-state requests are to be submitted 45 days prior to the School Board meeting.	
<b>ALL Out-of-State NOT on the School Board approved list:</b> field trips with or without sleeping arrangements and hotel accommodations require Region and the Division of Athletics/Activities approval. Original documentation is submitted to the Region for approval. A copy will be kept on file at the Region and the original returned to the school site to be filed. Water related field trips (FM 6614) and/or car or van rental (FM 6298), require Region approval. Other than athletic events, out-of-state requests are to be submitted 45 days prior to the School Board meeting.	
<b>Out-of-County:</b> See Briefing # 41770. Region, Division of Athletics/Activities & School Board Approval Required. The principal must submit the school's informational meeting agenda, sign in sheet and letter of request to the Region Office. Region Superintendent will sign ALL Out-of-County field trips. After Region approval, the field trip request will be submitted to the Division of Athletics/Activities (District Operations) for approval 45 school days before the Board Meeting. No money may be collected until the out-of-county field trip is approved by the School Board. Deadlines for submission of field trips to the Division of Athletics/Activities are as follows: September 13, 2024 for field trips taking place Spring Break 2025 and Summer 2025; Submit at least 60 days prior to the scheduled field trip. Adult/Student ratio 1:6	

SOUTH DADE SENIOR HIGH FIELD TRIP CHECK OFF LIST 2025-2026	
All field trip forms must have the check off list attached with all signatures prior to turning in the field trip packet. No field trip packets will be accepted without this form. Field trip packets are due every Monday and processed that week. Late packets will be processed the following Monday.	
Field Trip Name _____	Date of Field Trip _____
Teacher Name _____	
1. Department Head Signature _____	
2. Treasurer – Mrs. Estanislado _____ <small>(If you need to collect money for registration, field trip needs to be approved first.)</small>	
3. Attendance Roster -Mrs. Rosier _____ <small>(Before and an updated roster the day of the field trip)</small>	
4. Athletics – Ms. Major _____ <small>(This is only for the athletics department)</small>	
4. Date Received- Activities Office _____ <small>Once the field trip packet has been submitted Mrs. Rae, she will submit temporary duty to Ms. Colzie for signatures and approval.</small>	
5. Temporary Duty – Ms. Colzie _____	

(rev. 8/11/25)

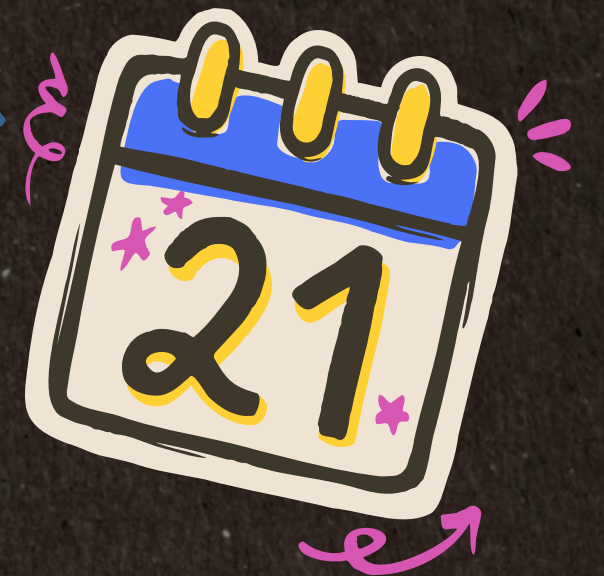






# FIELD TRIP PROCESS & TIMELINE

## IN COUNTY



1

### PHASE 1 (3 WEEKS)

Field trip packet submitted to Ms. Rae for preliminary approval and verification. Please include the region checklist.



2

### PHASE 2

Once preliminary approval and verification has occurred then you will receive the packet back with the SDSHS Checklist. You will be responsible to complete the packet via the SDSHS checklist



3

### PHASE 3

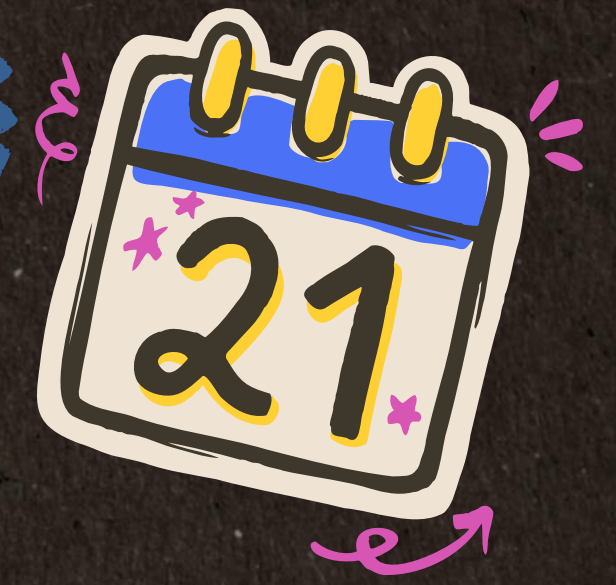
Once SDSHS checklist has been completed then you will return to Ms. Rae for administration approval.





# FIELD TRIP PROCESS & TIMELINE

OUT OF COUNTY



1

## PHASE 1 (4 WEEKS)

Field trip packet submitted to Ms. Rae for preliminary approval and verification. Please include the region checklist.



2

## PHASE 2

Once preliminary approval and verification has occurred then you will receive the packet back with the SDSHS Checklist. You will be responsible to complete the packet via the SDSHS checklist



3

## PHASE 3

Once SDSHS checklist has been completed then you will return to Ms. Rae for administration approval.



# FIELD TRIPS

## Important Info

- School-allied organizations may not independently collect and deposit monies from students in their checking accounts to pay for a school-sponsored field trip.
- All monetary donations must be, accompanied by a donation letter specifying the intent, to fund entirely or partially subsidize the cost of a school-sponsored student field trip.
- All field trip arrangements and payments for school-sponsored student field trips must be made by the school in accordance with all applicable School Board policies and procedures.





# FIELD TRIPS

## Important Info

- School-allied organizations may not independently make travel arrangements or payments to vendors for school-sponsored student field trips.
- The amount collected from students for a field trip must only include actual expenses for the trip (i.e., allowable expenses include admission fees, transportation, lodging ), and a provision to cover the expenses of chaperones accompanying the students.





# FIELD TRIPS

## DELAYS

- Missing signature (there should be at least two spots depending on the trip)
- Date and time (many of you forget the time)
- Student roster must be typed and have all of the information filled.
- No rooming list for overnight trips
- Detailed Itinerary
- Bus quotes
- Must be typed!

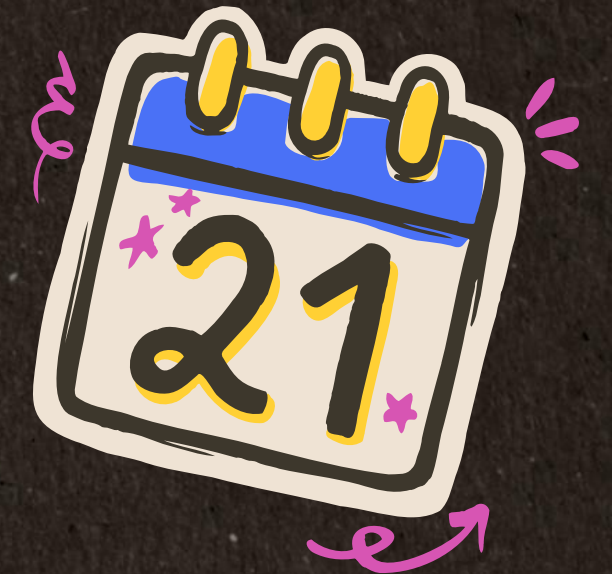
In County: Copy to region  
Out of County: Region Approval

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# FUNDRAISING PROCESS & TIMELINE



1

## PHASE 1

Fundraising form submitted to Ms. Rae. If there are no errors or concerns then Ms. Rae will submit to treasurer.



2

## PHASE 2

Once preliminarily approved, the form will be submitted to Mr. Britton for final approval.



3

## PHASE 3


Once all approval has been received, you will receive a copy of the application, a sample recap, and a calendar invite for the due date of the operating report.



# FUNDRAISING

- Application For Fundraising Activity Form
- Region Office Approval For Fundraising Activity Form (for community sales).
  - Allow three weeks for Region office approval (form must be typed).
  - Check spelling.
  - Please use most updated version.
- If there are any problems, questions or concerns, the form will be returned to you.

Funding structure: \_\_\_\_\_ Click Here

 **APPLICATION FOR FUNDRAISING ACTIVITY**

\_\_\_\_\_  
(School's Name)

\_\_\_\_\_  
(Activity Number)

\_\_\_\_\_  
(Date of Application)

1. We \_\_\_\_\_  
(Sponsoring Class or Club) request permission from  
the Administration to sell the following item or items.

\_\_\_\_\_  
(Brief description and the sale price)

2. The item or items listed above are to be sold at the following places and at the following dates and time only:

\_\_\_\_\_

\_\_\_\_\_

3. The purpose of this sale is to \_\_\_\_\_

OR (Operating Report) Due: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ (Activity Sponsor)

\_\_\_\_\_  
(Student Activities Director) \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Principal/Delegate) \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Treasurer's Signature) \_\_\_\_\_  
(Date)

One copy of this approved form should be given to:  
Student Activity Director  
Activity Sponsor  
Original is maintained by the Treasurer.

**NOTES:**  
(1) Sales tax must be paid on all purchases for re-sale.  
(2) Regional Center approval is required for any fundraising activity where collections take place out in the community. (Use form # FM-9656)  
(3) School Board Policy 5830 must be observed.

FM-1018 Rev. (08-17)





OSP

- My role:
  - Enter OSP Requests into the system
  - Pull reports
  - Process Refunds

**SOUTH DADE SENIOR HIGH**  
THE PREMIER SCHOOL of THE SOUTH HOME OF THE BUCCANEERS!

**Online Sales Program (OSP) Request Sheet**

Activity Name: \_\_\_\_\_

Activity Description: \_\_\_\_\_

\_\_\_\_\_

Teacher/Sponsor Email Address: \_\_\_\_\_ @dadeschools.net

Teacher/Sponsor Last Name: \_\_\_\_\_

Teacher/Sponsor First Name: \_\_\_\_\_

Date Activity Starts: \_\_\_\_\_

Sale Beginning Date: \_\_\_\_\_

Sale Ending Date: \_\_\_\_\_

Price: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Limited Quantity: \_\_\_\_\_ No \_\_\_\_\_ Yes, How Many? \_\_\_\_\_

Student ID required: \_\_\_\_\_

Include a Picture (must be jpeg. Format and attached) Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_

**Official Use Only:**

Funding Structure: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date Entered: \_\_\_\_\_ Activity Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No

OSP Activity Number: M7701- \_\_\_\_\_

Fundraising Number: \_\_\_\_\_





# FUNDRAISING

## DO'S AND DON'TS

- If you want your sale on OSP, please submit it at the same time as the fundraising application. It should be submitted electronically to me. The form is fillable.
- You can include a picture of what you would like posted on OSP for your fundraiser.
  - Do not begin your fundraiser until you get your approval.





# FUNDRAISING VS. CLUB ITEMS

- If you are selling items or collecting dues for just the members of the club, then it is not considered a fundraiser.
  - Do not submit a fundraising form
  - Submit the "Application for Sales for Club and Class Sales and Dues Only
  - Operating Report is not required
  - Must complete other paperwork (purchase order and check req.)
- If you want the items still sold on OSP then you must fill out that paperwork too.
- EX. Selling Club Shirts to your club members is not considered a fund raiser. If you planning to make a profit by selling to the general school population, then it would be considered a fund raiser.





# STOP

## STOP Financial System

- <http://fl-dade.stopforschools.com>

username: student id number

password: DOB (mm/dd/yyyy)

- I will be updating the students SOON, just waiting for the heavy registrations to end.
  - Detailed instructions can be found on the school website under Activities under faculty/staff forms. I will be available for training.
- 





# STOP REMINDERS

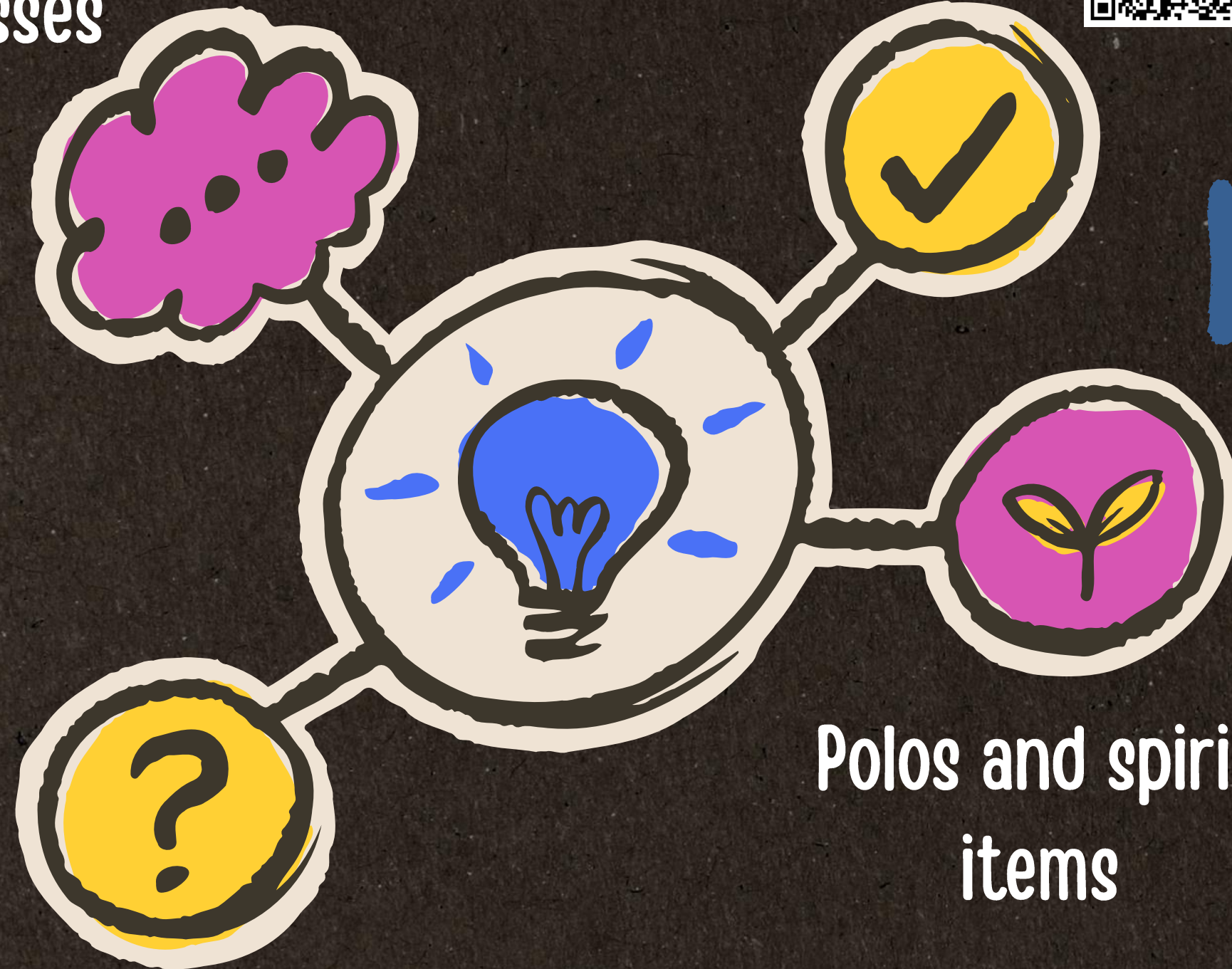
- **CLASS FEE COLLECTIONS** – Please enter all your students into STOP as soon as possible. Again, this year, teachers will no longer be collecting classroom fees. All classroom fees will be paid on OSP. Please, please, and double please take this time now to enter your students into the system so that when future events and activities that require “Debt Free” clearance arise, your students’ fees will be fully documented, and they will have sufficient time to pay.
- Tentatively, students will be able to start paying fees via OSP around the end of September .





Faculty  
IDS/Bathroom  
Passes

Parking Decals



# HOUSEKEEPING

Polos and spirit  
items

Bulletin Supplies





# READY TO WORK WITH US?



JOIN US AS WE HELP BRING YOUR IDEAS TO LIFE AND HELP CREATE  
SCHOOL SPIRIT THAT LEAVES A LASTING HIGH SCHOOL IMPRESSION.



305-898-5179



<https://sdshs.net/activities/>



Room 1142

