

.POINT SYSTEM - SUNDOWN HIGH SCHOOL SENIOR TRIP

General Information

- Sponsors:
 - Gloria Herrera, Eva Lujan, Kari Rodgers, and Jon Townsend
- The dates for the trip will be May 15th - 19th
- Seniors must earn a **MINIMUM** of 1100 points by the May deadline to be eligible for the trip.
- To qualify for a plane ticket, 700 of the points must be earned by the end of the 1st semester.
- To qualify for the senior trip, the remaining 400 points must be earned by the April 30th point deadline.
- **The 1100 point deadline is April 30th.** If a minimum of 1100 points is not earned by this time, the student will forfeit their tickets at the cost of the student. All efforts will be made to sell the student's tickets, but if no buyer can be found, the student may be responsible for all items purchased on their behalf.
- Students who lose trip eligibility or decide not to attend will forfeit their points to the class as a whole. Points will not be distributed to individual participating seniors, rather returned to the general fund.
- [POINTS](#) are earned based on [CONCESSION STANDS](#) and [FUNDRAISERS](#) described below.
- Should a student earn more than the required points, those excess points are eligible to be used as surplus dollars. If the class has money in the trip account after all trip expenses are covered, the remaining balance is divided on a percentage of points over 1100 and given to the participating seniors based on their number of points over 1100.
- The estimated trip package will cost between \$1800 and \$1900. The trip package includes senior shirt, transportation, airfare, hotel, park tickets and meals. As each senior is responsible for fundraising \$1100 of this cost, the remainder is raised through concessions and fundraising beyond individual goals.
- In order for the student to have a vested interest in the trip he/she must:
 - Have enough points to qualify to go on the trip at both the December and May deadlines,
 - Be eligible to graduate from Sundown High School, and
 - Be willing to work in the concession stand and fundraisers.

Concession Stands

General Information

- The concession stand is not meant to be a huge point earner for the seniors; it is very difficult to earn your trip through concession stands alone. The concession stand is, however, meant to earn the majority of the class funds, making the overall cost more manageable. As each senior is responsible for raising \$1100 on their own, the remainder of the est. \$1800 trip package comes from the concession stand.
- Each participating senior is required to sign up for a minimum of four (4) concession stands throughout the football, basketball and spring sports seasons regardless of the number of points the senior currently has.
 - Parents or random draws do not count towards the four required concession signups
- School policies, including appropriate dress, tattoo coverage, phone usage, and behavior apply to all concession stands.
- Seniors are expected to be working at all times while in the concession stand.
- Disruptive students may be asked to leave. No points will be given to a student who is asked to leave the concession stand due to discipline issues.

- Participating seniors will be required to work concession stands for JH/HS Football, JH/HS Basketball, Track, Cross Country, and Powerlifting. Additional concession stands may be added throughout the year. Some concessions may occur during school hours.

Sign-Ups

- Sign-up sheets will be posted near the senior lockers prior to the planned concession stand. Occasionally, there will be a signup with a short notice due to an event being added or a date changed. Seniors are responsible for signing themselves up to work or bring items. At no time should a senior sign up another senior to work or bring an item. Names can be removed only by sponsors. **Seniors with an excused absence the day of signups may ask a sponsor to sign up for a fundraiser, but this does not guarantee an available spot.
- Seniors are allowed to sign up for one spot on the list the first day of posting. On the second day of posting, the senior may sign up for an additional spot. On the third day, students may sign up for any remaining spots, as many times as they want, until the list is full. Full rules are posted by the sign up sheet.
 - **MS/JV FOOTBALL CONCESSIONS** - Varsity players, managers, cheerleaders, and band members will be given first-day priority to sign up for working Thursday concession stands. Anyone can sign up for a working shift on day two.
 - **VARSITY FOOTBALL CONCESSIONS** - A parent, guardian, or an approved older sibling of **varsity seniors** may sign-up to work on Friday games in place of the senior. A parent or older siblings of students not involved in Friday activities may work only if that student is also working.
 - **VARSITY FOOTBALL PARENT CONCESSIONS** - A separate parent sheet will also be posted to work the visitor's concession stand. Parents of varsity seniors may sign up in place of their senior and non-varsity seniors may sign up on day two, after their senior. Multiple parents or older siblings may sign up following the sign-up rules above.
 - **BASKETBALL** - Varsity, Jr. Varsity players, managers, and cheerleaders will be given first-day priority to sign up for Middle School Concession Stands. Anyone can sign up for a working shift on day two. Only senior students will work during basketball season.
- Report times for work or food items are posted on the signup sheets. Rice Krispie treats and brownies can be delivered to Mr. Townsend or Mrs. Rodgers either during school on the day of the event or at the report time. Hot items (potatoes etc) and ice cream should not be delivered early. Late food may result in a point deduction.

Concession Draw

- If there are not enough workers for a concession stand, names will be drawn two days prior to the event and assigned to work. An algorithm is used to randomly draw seniors, with priority given to those with the fewest points. All participating seniors are eligible to be drawn unless they are attending a school function on the day of the concession stand. Students with work related conflicts must speak to a sponsor **prior** to a name draw **and** have a work exemption on file. If a senior is drawn, but cannot work, the senior is responsible for finding their own replacement. If no notice is given and the senior does not complete their obligation, points will be deducted. See the final point in this section for information about missed obligations.
- Occasionally, a concession stand may be scheduled during a regular school day. If a concession stand occurs during a regular school day, students that have signed up or were drawn to work must have an assignment card filled out by their teachers and returned to the sponsors or points may be deducted. A senior may be excused from the concession stand if he or she is requested by a teacher or participating in the school day event. If a student has another obligation, he or she must notify a sponsor **prior** to the event. If no notice is given and the senior does not complete their obligation, points will be deducted. See the final point in this section for information about missed obligations.

Missed Obligations

- If a senior cannot make their concession stand obligation, the senior must find a replacement. Both the signed-up senior and the replacement must notify a sponsor of the change.
- At no time should a senior remove their name from the sign-up sheet. Any erased or scratched-out names will be re-added to the list. Once you are on the list, you are on the list; only a sponsor can remove your name.
- Should a senior fail to bring **food items** that they signed up to bring, points will be deducted from their total. The amount of deducted points may be equal to or exceed the points they would have otherwise received.
 - After each missed obligation, the points deducted will be multiplied by the number of missed obligations (example: 1st missed obligation = 4pt loss; 2nd missed obligation = 8pt loss etc)
- Should a senior fail to find a replacement and misses their **work obligation**, points will be deducted from their total. The amount of deducted points will follow a three-strikes policy:
 - **First Missed Obligation - Strike 1** - The senior will lose points equal to the points that would have otherwise been awarded. Those points would be spread out and awarded to the remaining working seniors.
 - **Second Missed Obligation - Strike 2** - The senior will lose double the points that would have otherwise been awarded. The original point value will be spread out and awarded to the remaining working seniors. This senior is now in a probationary status. Any additional missed obligations may result in dismissal from the senior trip program.
 - **Third Missed Obligation - Strike 3** - The senior will lose triple the points that would have otherwise been awarded. The original point value will be spread out and awarded to the remaining working seniors. The senior has now broken probationary status. A meeting with the campus principal and available senior sponsors will be arranged to discuss potential dismissal from the program.

Fundraisers

Candy Fundraising

- Suckers and Chocolate Bars will be sold throughout the school year as long as demand is there.
- Seniors may check out items during the school day but are limited to \$120 of product at a time.
- To help teach senior accountability, only students may checkout or return money for fundraisers during the school day. Candy money will not be accepted outside of school hours.
- Fundraising products may be checked out in bulk by paying in advance.
- Students with products checked out for more than 6 weeks will be asked to pay for the items before additional products will be checked out.

Special Fundraising

- During select seasons, seniors will sell or auction items or serve community meals to help earn points.
- **Parent dinners** may be served during special booster club meetings. These meetings typically occur on Mondays during football season. The seniors, working in pairs, are 100% responsible for the meal and advertisement. Points are based on the number of plates sold and the points will split equally between the seniors. Suggested meal donation is \$8 per plate maximum. All money raised for the meal is due at the end of the meal and no money will be taken the next day. Any money turned in after the meal will not go towards the senior, but rather the money will go into the general fund. Pre-orders are encouraged.
 - Please refrain from taking orders more than a week ahead of the seniors' meal.
 - Menu needs to be given to a senior sponsor a week ahead of the seniors' meal.

- **Homecoming dinner** will be served in September. Seniors will sell tickets for \$10 and help serve and clean up during the homecoming meal. Points will be based on the number of tickets sold and hours worked. EVERY SENIOR will be responsible for helping sell tickets and working the Homecoming dinner.
 - A separate homecoming sign up sheet will be posted alongside the regular concession sign up.
- **Raffle baskets** will be sold beginning in basketball season. Seniors who have not served a booster club meal may sign up for one gift basket once they have reached a 550 goal (this is different from the 700 mid-year deadline) and will provide all of the items to be raffled. A description and picture of the items must be turned in to the sponsors one week prior to the raffle for approval. Unapproved gift baskets will not be accepted and any money collected by the senior will need to be returned and the senior will not be allowed to sign up for another raffle. Prohibited items include, but are not limited to alcohol and lottery tickets. The Senior class will provide raffle tickets one week prior to the raffle. Do not sell tickets prior to your sales window of one week, and prior to confirmation of sponsor approval, as to not interfere with another senior.
 - Occasionally, there will be some overlap because of the Middle School and High School basketball schedule. In such a case, two seniors may be selling tickets at the same time.
 - Keep the retail value of your basket to less than \$150. An itemized list should be provided with the approval description of the raffle.
 - All money raised is due at the end of the raffle and no money will be taken the next day. Any money turned in after the raffle will not go towards the senior, but rather the money will go into the general fund.
- Payments for the raffle and parent dinner must be cash, check, or credit card only. The senior class does not support online payment transfer such as Venmo or Cashapp but we can accept tap-to-pay.
- Seniors may not be allowed to sign up for both a meal and a raffle unless all seniors have been given the option of a raffle date and there are dates available during the basketball season. If such an opening were to occur, seniors who have served a booster club meal and who also wish to host a raffle will be drawn by blind draw.
- Booster Meals or Raffles are not guaranteed. All efforts will be made to have at least one spot for every senior, but vacant meal or raffle slots will not be drawn for and additional dates are not guaranteed and may not be added to accommodate seniors who failed to sign up.

Major Fundraising

- Major fundraising occurs three times in the Fall Semester along with a Spring fundraiser possibility. These are the best opportunities for seniors to earn a large portion of their required points.
- Examples of the major fundraisers include:
 - **Fredericksburg Farms:** Students will take orders for freshie air fresheners to be ordered in August with a possible second order in February or March.
 - **Meats and Pies** - Students will take orders and deliver frozen meats and pies in October to be delivered for Thanksgiving.
 - **Meats and Fruits** - Students will take orders and deliver frozen meats and fruit in November to be delivered for Christmas.
- All money is due 2 weeks after items are delivered. Each week payment is delayed will result in a percentage reduction in points.

Points

Point Goals

- Senior trip points are earned primarily through working concession stands, selling baked goods, and fundraising events such as selling meats/pies/fruits, suckers, and chocolates.

- Each senior is expected to earn their points through the above events and may not be allowed to buy points through monetary donations. If, due to extenuating circumstances and advised by administration, a senior needs to purchase points, he/she may purchase a maximum of 150 points at the established cost per point, and only with prior approval of the campus principal and all senior sponsors.
- Seniors are encouraged to keep track of their own points. A point summary will be given to each senior at least once per 6-weeks or upon request by the senior. Point discrepancies can be discussed by the senior or parent by comparing the official points spreadsheet with the senior's own point tracker.
- There will be point incentives awarded to those students that reach individual fundraising goals (see Point Incentives section below)
- Seniors are expected to earn at least 700 points by the end of the 1st semester and at least the remaining 400 by the May deadline.

Point Incentives

- Bonus points may be awarded to seniors who reach certain goals set by the sponsors. Some examples are, but are not limited to:
 - 25% of points coming from concession stand
 - Fundraising sales challenges
 - Reaching 6-weeks goals

Concession Stand Work Hours and Fundraising

- Each hour of work is 5 points
- Each hour of work by parents/older siblings is 5 points
- Each \$1.00 of profit earned through fundraising is 1 point
 - Individual suckers are $\frac{1}{2}$ a point each and boxes of chocolates are 20 points
 - Major fundraising points are based on profit toward the class, typically this is about 5 points per item sold for the meats and pies fundraisers and about 6 points per freshie
 - Student monetary donations for homecoming are typically \$1=1pt
 - Homecoming ticket values are based on the number of tickets sold but estimated to be about 10 points per ticket, however lower senior participation would yield lower point value.
 - Raffle basket tickets are \$1 ticket sold = 1 point for the selling senior
 - Booster Meals are \$8 plate sold = 8 points split between cooperating seniors
- Money collected from chocolates and sucker sales are due prior to item resupply.
- Seniors are fully responsible for the chocolates and suckers when checked out.
- Money collected from Meat/Fruit/Pie/Freshie sales is due two weeks after delivery.

Concession Stand Food Items

- Homemade (not store bought) ice cream in labeled cups (*8 oz cups & lids can be picked up from a sponsor*)
 - 12 cups per signup is 8 points
- Homemade brownies, individually wrapped in at least 3" x 4" x 1" blocks; 4 points per doz if correct size
- Homemade rice krispy treats, individually wrapped in at least 3" x 4" x 1" blocks; 4 points per doz if correct size
- Large restaurant style baked potatoes, individually wrapped in foil; 6 points per 6 potatoes
- Items that do not fit the criteria above may not be accepted, and points may not be awarded
- Late items that do not sell may have points deducted
- Each student should bring only what they have signed up for; excess items may not be awarded points

Donations

- While direct donations are not permitted at any time, occasionally students will have the opportunity to sign up for a small donation to cover the cost of a meal or specialty item to be served at a concession stand. Any such donations will be worth 1 point per \$1 donation.
- Signing up for donations will follow the same procedures as all other signups ([see above](#))
 - *Donations are not required and students should not feel obligated to donate more than the student can afford.*
 - Donations that are not paid will result in a deduction in points equal to the donation.

Point Discrepancies

- If a question arises about point totals, seniors are asked to discuss this with the sponsors.
- The senior must keep track of their own points to provide proof that there is an inaccuracy in the official total. Official updates are provided at least every 6-Weeks.

Dismissal from the Points System

- Seniors may withdraw from the point system at any time in the **fall semester** with no penalty. Any points earned will be forfeited and rolled into the senior general fund and no refunds will be provided. If a senior withdraws from the point system in the **spring semester**, the senior may be required to repay the senior class for any and all non-refundable tickets purchased in their name.
- After meeting with available senior sponsors and the campus principal, students may be dismissed from the point system and thus becomes ineligible for the senior trip if any of the following conditions are met, as per the Sundown Student Handbook:
 - the senior becomes ineligible for graduation from Sundown High School or leaves the district;
 - the senior fails to earn enough trip points or returns required documents by the [stated deadlines](#);
 - the senior has outstanding debts owed to the senior class, dual credit, or any other school organization, or to the school itself;
 - the senior has multiple In School Suspension (ISS) discipline referrals or receives a ISS penalty for drug test failure;
 - the senior has been referred to the Disciplinary Alternative Education Program (DAEP) during any point of their senior year;
 - the senior has engaged in any conduct that, under the student handbook, student code of conduct, or drug deterrent policy, would mandate suspension or dismissal from any school related activity regardless as to whether or not they participate in any school related activities; or
 - the senior is under criminal investigation by law enforcement or other official entities.
- If the senior is dismissed from the point system before traveling on the senior trip, all points earned will be forfeit and rolled into the senior general funds. No refunds will be returned to the dismissed senior.
- If the senior is dismissed after airplane **or** park tickets are purchased, the senior may be responsible for repaying the money to the class.
- If the senior is dismissed while on the senior trip due to disciplinary issues or any of the above conditions, the senior will be immediately sent home at the senior's expense. Any unused tickets may need to be repaid to the senior class.
 - The senior will also become ineligible for participation in the graduation commencement ceremony.

Communication

- We will use the SportsYou and/or email as a means of communication between sponsors, parents and students. See the attachment for instructions.
- You can also access the senior page listed on the right side of sundownisd.com
- All seniors participating in the senior trip are required to join the SportsYou group
- Parents are welcome to contact sponsors in person, just send a message through SportsYou or call the high school office and a meeting time can be scheduled.

sportsYou



You've been invited to join

Senior Trip Seniors

Use your **unique access code** below and follow the instructions.

Access Code

YKF2-YQBB