

TOURS COMMITTEE

1. Determine possible tours and present the list to the executive board for approval at the fall meeting. A library is a must as a choice.
2. Contact the Director of Transportation of the parish school system for the proper number of buses. Or, contact other providers of buses or vans. (2/18/2000)
3. Determine the cost of tours for students.
4. Be sure that the executive secretary has the proper information for distributing the tour information.
5. After the first of the year, contact the Director of Transportation of the parish school system or other providers of transportation to confirm that all is in order. (2/18/2000)
6. Collect the tour choice forms and assign tours. (2/18/2000)
7. Arrange, through the liaison person, for a table at the registration area for Friday morning.
8. Make color coordinated signs and tickets for each tour.
9. Obtain the Spirit Award packet at the time of registration. (10/17/98)
10. Distribute tickets at the registration desk on Friday morning of the convention. Remind the sponsors who are not involved in the executive board meeting at the beginning of the convention to serve as chaperons on the tour buses. Give each chaperon a tours sign-in form and ask them to return the forms to the Spirit Award Committee chairman promptly after the tour.
11. See the departure of each bus.
12. Request the treasurer to prepare checks to give each bus driver upon his return with the students. Submit a check request form. (2/13/98)
13. Submit the bill for mileage for the buses from the parish school system to the treasurer. It usually takes several weeks after the convention for the bill to arrive.
14. Submit bills from other providers of transportation to the treasurer. (2/18/2000)
15. Attend all executive board meetings and make copies of the written report: one for the president, one for the secretary, one for the reporter, one for the Student Relations Committee chairman, one for the executive secretary/liaison, and one for your files. (3/5/99)
16. Present any bills to the president at the Friday morning executive board meeting at the convention. Remember to attach a completed voucher form to each bill.
17. Write thank you notes to those who helped with tour arrangements.
18. Contact the chairman of the Handbook Committee to revise the list of possible tours in the handbook when there are changes. (2/18/2000)

Revised January 5, 2004

POSSIBLE TOURS IN BATON ROUGE

Baton Rouge Zoo
Bluebonnet Branch Library
Exxon
Jones Creek Branch Library
Louisiana Archives
Louisiana Arts and Science Museum
and Planetarium
Louisiana Historical Foundation Tour
(Magnolia Mound, Old State Capitol,
State Capitol, Arsenal, Governor's
Mansion)
Louisiana State Library

Louisiana State Police Crime Lab
Louisiana State School for the Blind
Louisiana State School for the Deaf
Louisiana State University
Louisiana State University Geo-Science
and Dinotrek
Morning Advocate/State Times
Nottoway Plantation
Samuel Clemens Riverboat
Southern University Library
U.S.S. Kidd and Naval Museum
WBRZ--Channel 2

POSSIBLE TOURS IN ALEXANDRIA

Alexandria Daily Town Talk
Alexandria Museum of Art
Alexandria Zoological Park
Camp Beauregard
Downtown Alexandria: St. Francis
Cathedral, River Oaks Arts
Center, Arna Bontemps African
American Museum, Historic Hotel
Bentley Lobby

England Air Park
KALB or KLAX TV
Kent House Plantation
Loyd House Plantation
Old Town Hall Museum, Pineville
Rapides Parish and Louisiana College Libraries

Revised January 5, 2004