

**FIELD TRIP REQUEST**

SECTION ONE

Today's Date: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

Homeroom(s): \_\_\_\_\_

Number of Students: \_\_\_\_\_

Number of Fee Waived Students: \_\_\_\_\_

Number of Adults: \_\_\_\_\_

**In-House Field Trip**

- To allow for adequate parking, will parents be invited to this event?

YES  NO

- Location in building requested: \_\_\_\_\_

- List any equipment needed (i.e., projector, screen, microphone, etc.)

Is a wheelchair accessible bus needed? YES  NO

**NOTE to specials teachers: if you need a sub to cover classes in your absence, enter request into the AESOP system. Use "school meeting" as the absence reason.**

Destination: \_\_\_\_\_

Address, City, State \_\_\_\_\_

LEAVE TIME: (no earlier than 9:00 a.m.) \_\_\_\_\_ RETURN TIME: (no later than 2:00 p.m.) \_\_\_\_\_

Educational Purpose of the Field Trip (tie into objectives):

[Empty box for Educational Purpose of the Field Trip]

Cost to Student \$

: Teacher(s) submitting request (print) \_\_\_\_\_

Principal Approval \_\_\_\_\_

SECTION TWO

**MILLBURN SCHOOL PTO – REQUEST FOR EXPENDITURE**

Amount Requested from PTO: \$ \_\_\_\_\_ Date Money is Needed: \_\_\_\_\_ Check Payable to: \_\_\_\_\_

Approved  Not Approved because \_\_\_\_\_

PTO Signature \_\_\_\_\_ Date \_\_\_\_\_

SECTION THREE

**INFORMATION FOR BUSINESS OFFICE**

Number of Fee Waived Students \_\_\_\_\_ Number of Teacher/Chaperone Tickets \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_ Student Enhancement Funds Requested from PTO? YES  NO

Check Needed by this date: \_\_\_\_\_ Check Payable to: \_\_\_\_\_

Principal's Initials \_\_\_\_\_

**FIELD TRIP – PARENT NOTICE**

Today's Date:	Date of Field Trip:
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Grade:	Teacher(s):
Destination:	
Address, City, State:	
Educational Purpose of the Field Trip:	

**SECTION FOUR**

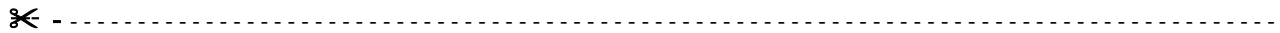
Leave time:	Return time:	Cost to Student \$
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Special Instructions:

**Lunch Information**

**Bag Lunch is NOT** needed for this field trip. Students will eat at their scheduled time in the school cafeteria.

**Bag Lunch IS needed** for this field trip. Student may bring one from home – all items need to be completely disposable – no glass. Student may purchase a bag lunch from the cafeteria. Complete form below to order a Field Trip Lunch.



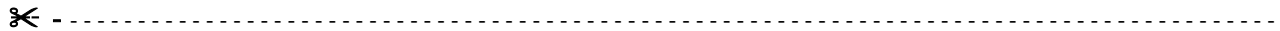
**PARENT/GUARDIAN PERMISSION FOR FIELD TRIP**

Please complete and return this slip to school immediately. Parent signature indicates awareness of the planned trip and responsibility for student's share of cost and school-to-home transportation where applicable.

Student's Name \_\_\_\_\_ Teacher \_\_\_\_\_

I am available to chaperone this field trip (Please note: you will be notified by the teacher if you have been designated as a chaperone for this trip. Please review "Responsibilities of Field Trip Chaperones" in the online Parent-Student Handbook.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



**FIELD TRIP LUNCH ORDER (If needed; see section above)** Date Needed: \_\_\_\_\_

Student's Name \_\_\_\_\_ Teacher \_\_\_\_\_

My child will have a bag lunch prepared by the cafeteria. The lunch will consist of sandwich, fruit and/or vegetable, dessert and milk.

- Please punch my child's lunch ticket for one lunch    **OR**     Enclosed is \$2.75

*Choose one sandwich:*

*Choose one milk:*

- Turkey     American Sub     Cheese

- White     Chocolate

# MONEY COLLECTION COUNT SHEET

Date \_\_\_\_\_ Received from (print) \_\_\_\_\_

This money was collected for what reason (give specific details) \_\_\_\_\_

There were \_\_\_\_\_ number of Fee Waived Students on this trip.

SECTION FIVE

	CHECKS @	\$	EACH	TOTALING	\$
	CHECKS @	\$	EACH	TOTALING	\$
	CHECKS @	\$	EACH	TOTALING	\$
	CHECKS @	\$	EACH	TOTALING	\$
<b>CHECK TOTAL</b>					\$

**GRAND TOTAL**

**\$**

	X	\$ 1.00 =	\$		X	1¢ =	\$	
	X	\$ 5.00 =	\$		X	5¢ =	\$	
	X	\$10.00 =	\$		X	10¢ =	\$	
	X	\$20.00 =	\$		X	25¢ =	\$	
<b>CURRENCY TOTAL</b>				\$	<b>COIN TOTAL</b>			\$

Revised 12/14/2016