

FIELD TRIP REQUEST

SECTION ONE

Today's Date: _____

Date of Trip: _____

Homeroom(s): _____

Number of Students: _____

Number of Fee Waived Students: _____

Number of Adults: _____

Is a wheelchair accessible bus needed? YES ☐ NO ☐

☐ 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.)

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):

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: _____

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

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

SECTION FOUR

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.

	CHECKS @	\$	EACH	TOTALING	\$
	CHECKS @	\$	EACH	TOTALING	\$
	CHECKS @	\$	EACH	TOTALING	\$
	CHECKS @	\$	EACH	TOTALING	\$
				CHECK TOTAL	\$

GRAND TOTAL

\$

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

Revised 12/14/2016