

**Field Trip Form Instructions
(Travel Field Trip OR In-House Field Trip)**

Teacher

- Complete SECTION ONE of the Field Trip Request.
- Calculate the cost of the field trip to student; include ticket/entry costs for teachers and chaperones into this figure.
- Complete SECTION TWO if requesting PTO Student Enhancement Funds (SEF)
- Complete SECTION THREE if requesting a check from the Business Office
- Complete the Field Trip-Parent Notice form and submit all forms to Building Principal.

NEW in 2015 – there is a check off box if students need to bring a bag lunch for the field trip. Also added is the order form if parents wish to order a bag lunch made by the cafeteria. That returned portion of the permission slip will need to be sent down to the cafeteria. The cafeteria will provide you with a list of students for whom they are preparing a lunch.

*(Note: if using PTO SEF, please make sure to indicate a **“Thank You to PTO”** on the parent notice.)*

Building Principal will:

- Approve field trip based on educational purpose and building calendar acceptability
- Pass on to Building Secretary

Building Secretary will:

- Place a copy of the principal-approved field trip form in the PTO mailbox if SEF funds are used
- Enter Field Trip into Building Calendar
- Make one copy of field trip form and place in Field Trip Book according to month trip will take place.
- Return one copy of the Field Trip Request and the Field Trip – Parent Notice to teacher.

Teacher

When all money is collected, record all information on the Field Trip Money Collection Count Sheet and turn into Building Secretary with cash and checks. A check will be issued as per your instructions.

IMPORTANT! IMPORTANT! IMPORTANT!

REQUESTING PTO FUNDS? MAKE SURE TO ALLOW AT LEAST ONE WEEK FOR THE PTO APPROVING COMMITTEE TO MEET TO DISCUSS THE REQUEST.

REQUESTING A CHECK FROM THE BUSINESS OFFICE? ALLOW A MINIMUM OF 3 SCHOOL DAYS FOR CHECK TO BE ISSUED.

Revised 12/14/16