

PENN KIDDER PTA



everychild.onevoice.®

FIELD TRIP/FUNDS REQUEST FORM

The PTA will proudly pay up to \$7 per student. Please note that this is solely for the student's admission. If the admission per student is under \$7 the remaining funds may be applied for a future field trip and/or for a pizza, ice cream, snack party etc. by the end of the school year. The check for payment will only be made payable to the venue. The only exception would be for party/snack supplies etc.

Please request payment three weeks prior to the trip to be followed by a detailed invoice from the vendor {field trip/other} or three school days after the event takes place.

{Chaperones attending the trip must be PTA members}.

Date: _____ Teacher's Name: _____ Grade: _____

Purpose: Field Trip _____ Other: _____

Is the requesting teacher a PTA member: _____ Field Trip Date: _____

Number of Students: _____ Amount Requested: \$ _____

Date Funds Are Needed: _____ Does this trip require a deposit: _____

Check Payable To: _____

Kindly state in your consent letter home to parents, that this is a full or partial funded trip from the Penn Kidder PTA.

Brief Description of trip/other:

Have you received field trip funds this school year: Circle one Yes / No

For Treasurer Use Only:

Number of students X Up to \$7.00 _____

Amount Requested: _____

Amount Unused: _____