

Millburn School District 24

FIELD TRIP REQUEST to PRINCIPAL

TEACHER INSTRUCTIONS - Complete PART ONE. Submit to Transportation Coordinator who will complete PART TWO. Trans Coord will return form to you so you know how much to charge students. When calculating cost of trip per student, make sure to include costs for teacher/chaperone tickets. Submit to Principal. Submit PART THREE when all monies have been collected and are ready for deposit. DO NOT CUT FORM APART!

Today's Date: 1-14-13 Homeroom(s): Cheerleading

Date of Trip: Feb. 9-10 2013 # of Passengers: 17 Is a wheelchair accessible bus needed? YES ☐ NO ☒

Destination: Fairfield Inn / Prairie Capital Convention Center

Address, City, State: Springfield, IL

LEAVE TIME: (no earlier than 9:00 a.m.) Leave Feb. 9 to arrive between 3-5 pm RETURN TIME: (no later than 2:30 p.m.) Return Feb. 10 after competition

NOTE to specials teachers: if you will need a sub to cover classes in your absence, enter request into the AESOP system.

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

17 cheerleaders (including one alternate) qualified for ICCA State taking place in Springfield on Feb. 10, 2013. As of 1-14-13, 16 of the 17 athletes have a parent attending the trip.

\$ 0 Cost to Student: 0 If PTO Curriculum Enhancement Money is being requested for this trip, the Request for PTO Funds form needs to be completed and attached to this form.

Teacher(s) submitting request (print)

Leslie Dreyer

Principal Approval

[Signature]

FIELD TRIP TRANSPORTATION COSTS

Parents are driving their kids to be calculated by Transportation Coordinator

Transportation Calculation: \$3.00 per mile per bus to and from location + \$17.34 per hour per driver while bus is parked.

Round Trip Miles _____ X \$ 3.00 per mile = \$ _____

Parking = \$ _____

Wait Time Hours _____ X \$17.34 per hour = \$ _____

Tolls = \$ _____

Total Transportation costs per student \$ _____

Transportation Coordinator has:

• Checked availability of bus(es) and driver(s) • Verified Transportation Charge listed above • Number of buses: _____ • Trans Coord Initials _____

MONEY COLLECTION COUNT SHEET

Date _____ Received from _____

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

Number of Teacher/Chaperone Tickets _____

Number of Fee Waived Students _____
(District covers this cost)

Check Payable to _____

In the Amount of \$ _____

Check Needed By this Date _____

PART ONE

PART TWO

PART THREE