**Teacher Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Class/Age Group**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Field Trip:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number of establishment:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Payment arrangements for trip will be made by the accountant so when you are speaking to the establishment please let them know so that they expect the phone call or email. Therefore make sure you have provided enough contact information for her to get to the right person to make arrangements for payment. The earlier you start your planning the better because payment can NOT be made until we know how many are attending.*

**Student Entry Fee: $\_\_\_\_\_\_\_\_\_\_\_\_ Teacher/Chaperone Entry Fee: $\_\_\_\_\_\_\_\_\_\_\_\_**

*(This is the entry fee into the establishment and for informational purposes only, it is not the fee the student will pay for the field trip)*

**# of students expected to attend: \_\_\_\_\_\_\_\_\_ # of Teachers / Chaperones needed: \_\_\_\_\_\_\_\_**

*(This is important so that we can provide at least an estimated per student fee, the final fee will not be known until we know the final # of students that are paid and confirmed)*

**Drop Off Instructions:**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Items student needs to bring (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pick Up Instructions:**

1. **Local, less than 1 hour away please provide exact time parent should pick up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Pick up will be at the same location as drop off.**
3. **1 hour or more away:**
	1. **Pick up location will be at the school**
	2. **Please provide a range of time for parents to pick up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parents will be notified with an estimated time the students are due back at the school. Keep in mind it will still be a range and there will not be an exact time given due to the travel distance.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Teachers/Chaperones Attending | Drive or passenger | If driving, who will be in your vehicle |
| 1 | Jes Moore | drive |  |
| 2 | Tina Donnelly | drive |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**Lunch Plan (check one) students will:** \_\_ Eating on site, food is included

 \_\_ bring bagged lunch

\_\_ eat before

\_\_ bring a baggie with cash in the amount of $ \_\_\_\_\_\_\_ to purchase food

**STUDENT SIGN UP**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Student Name | Age | Transportation provided by | Will student require supervision | Scholarship Funds Available | Method of Payment |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |

**Field Trip Budget Section**

*This section will be completed by the accountant based on field trip discovery facts provided by the organizer.*

*Additional field trip expenses will be added to the student entry fee, then divided by* ***ALL*** *of the students attending.*

1. Teacher/Chaperone Entry Fees: $\_\_\_\_\_\_\_\_\_ x #\_\_\_\_\_\_\_\_

= Chaperone entry fees $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Round trip mileage \_\_\_\_\_\_\_ x Number of staff drivers \_\_\_\_\_\_\_\_ x $0.575

= Transportation $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Total Additional Expenses

 = Total of additional expenses $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Final # of Students confirmed \_\_\_\_\_\_\_\_\_
2. $ \_\_\_\_\_\_\_\_\_\_\_ student entry fee
3. Total C $\_\_\_\_\_\_\_ / Number of Students attending D \_\_\_\_\_ = $\_\_\_\_\_\_\_\_ + student entry fee $ \_\_\_\_\_\_\_\_\_\_

 **= Cost Per Student Fee $ \_\_\_\_\_\_\_\_\_\_\_**