

2017-2018 PTO Teacher Request Form for Field Trips/ Materials

This form is to be submitted electronically or in person at least 2 weeks prior to the PTO monthly meeting and prior to the needed approval. Requesting Teacher and/or a grade level representative is required to attend the monthly meeting in order to obtain requested funding. Requests will be presented to the members of PTO and voted on accordingly, by board and members together. Final determination will be given at monthly meeting. We thank you for your cooperation with this process. We hope it makes things easier for everyone!

Teacher Name _____

Grade Level _____

FIELD TRIP REQUEST

CLASSROOM MATERIALS

OTHER

TRIP DESTINATION & DETAILS/ ITEM REQUESTED -

CLASSES BENEFITING FROM THIS REQUEST -

APPROXIMATE COST –

ESTIMATED COST/ DETAILS OF TRANSPORTATION -

REASON FOR REQUEST –

**** If you are requesting an item or materials, please include a picture and estimated purchase and shipping cost**

OFFICE USE ONLY

____ Approved _____ Denied _____ Date of approval _____

Check # _____ Amount _____ Paid To _____

PTO Board Member Initials