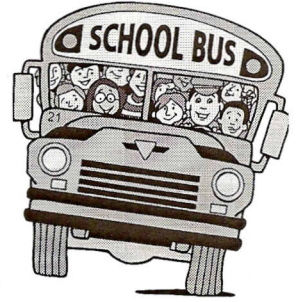


## Field Trip Planning Form

*All financial burdens associated with field trips are processed through BTPTO.*



Grade Level: \_\_\_\_\_

Teacher Contact: \_\_\_\_\_

Field Trip Destination: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

Time of Trip: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

(scheduling of transportation is handled thru the front office)

Admission Fees: \_\_\_\_\_

Amount of Deposit required: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Check payable to: \_\_\_\_\_

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

\_\_\_\_\_

Phone Contact: \_\_\_\_\_

How should remaining balance be remitted? \_\_\_\_\_

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For PTO use:

\_\_\_\_\_ deposit check remitted: date \_\_\_\_\_ initials \_\_\_\_\_

\_\_\_\_\_ balance check remitted: date \_\_\_\_\_ initials \_\_\_\_\_

\_\_\_\_\_ transportation check remitted: date \_\_\_\_\_ initials \_\_\_\_\_