

2024-2025 South Middleton PTO Field Trip Funding Request

Please note that as of January 2017, our banking institution allows for a maximum number of transactions per month before fees to the account are incurred per transaction. Because fees are not budgeted in the annual PTO budget, and to reduce the risk of overdrafts and returned checks, the Student Activity Fund at both W.G. Rice and Iron Forge Elementary schools will be used for field trip funding.

All field trip coordinators should request that checks for field trips from parents be made out to the Student Activity Fund at their respective school. Field trip coordinators may request a maximum of \$6.00* for the 2024-2025 school year per child per grade in field trip subsidies from the PTO. However, the SMPTO will completely fund in full, all at-need children. The SMPTO does not budget to subsidize or otherwise pay in full any teacher, aide, parent, or volunteer without prior approval from both the Principal and the PTO Board.

Please check with the Treasurer prior to making your field trip plans to ensure funds are available.

When field trip plans are finalized, submit this form and the invoice to board@smpto.com and allow at least 5 business days for a check to be issued. **Receipts and or invoices are required.**

Contact the Treasurer or PTO President with questions, thank you.

***\$6.00 per child is included in the currently proposed PTO budget, and is subject to change pending final approval of the 2024-2025 budget.**

Field Trip Coordinator Name: _____

Email: _____

Grade: _____ Field Trip Name: _____

Number of Subsidized Children Attending: _____ @ \$_____ (maximum of \$6.00*/yr/student)

Number of At-Need Children Attending: _____ @ \$_____ (full cost of field trip)

Total Requested: \$_____

Check needed by: _____ (allow 5 business days)

Signature: _____

All checks will be written to the Student Activity Fund for the respective school

Treasurer Use Only
Check # _____
Date Paid: _____