**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 decision has been made to utilize the Student Activity Fund at both W.G. Rice and Iron Forge Elementary schools for field trip funding going forward.

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 $5.00 for the 2016-2017 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, parent or volunteer aide 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 final field trip plans are finalized, please detach and submit the portion below to the Treasurer and allow at least 5 business days for a check to be issued.

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

Field Trip Coordinator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: \_\_\_\_\_\_\_\_\_\_\_ Field Trip Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Subsidized Children Attending: \_\_\_\_\_\_\_\_\_\_ @ $\_\_\_\_\_\_\_\_\_ (maximum of $5.00/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: \_\_\_\_\_\_\_\_\_