



Field Trip Bus Grant Request Form

Instructions: Please complete form, including Principal approval, and return to PTA mail box no later than 2 days before the regularly scheduled PTA Executive Board Meeting, which is usually the 2nd Tuesday of each month at 6:00 pm.

Today's Date:	
Teacher(s) Requesting Funds:	
Date of Field Trip:	
Activity/Destination:	
Beginning and Ending Time of Activity: (please note that buses must return students to school by 1:30 pm)	
Number of Students:	Number of Adults:

Note: Total Number cannot exceed 66 per bus. This number assumes 3 students per bench seat and no adults. There are 22 benches on a bus. Adults and adult-sized students can only fit 2 per bench. Please plan accordingly. If you have any questions, please contact Mona, ASD Transportation Department, 563-3022. Reserve your bus on-line at the ASD website.

What PTA Goal and/or Standard are met by this field trip?	
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Principal Signature:	Date:

This section PTA Use Only:	
Number of Buses Needed:	Hours Used Per Bus:
Total Bus Hours _____ X \$ _____ = _____ Grant Funds Requested	
Action Taken:	Date: