

**Plattsburgh City School District**  
**FIELD TRIP/FUND RAISER REQUEST FORM**

Building \_\_\_\_\_ # of Students Involved \_\_\_\_\_

Requested by \_\_\_\_\_ # of School Days Missed \_\_\_\_\_

Date \_\_\_\_\_ # of Supervisors/Chaperones \_\_\_\_\_

Brief summary of proposed field trip (include location, planned activities, and dates)

Educational Objectives

Fund Raiser Proposals and Dates	Overnight Accommodations
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Transportation Arrangements (Checked local vendors \_\_\_\_\_ yes \_\_\_\_\_ no)  
 TBD- Request sent for Plattsburgh City School District bus transportation.

<b>Building/Department Expenses</b> <ul style="list-style-type: none"> <li>• Transportation                      PCSD Bus and Driver</li> <li>• Tolls</li> <li>• Fees</li> <li>• Food/Lodging</li> <li>• Vehicle Rental</li> <li>• TOTAL</li> <li>• # of Sub Days                      &gt;</li> </ul>	<b>Student Expenses</b> <ul style="list-style-type: none"> <li>• Transportation                      _____</li> <li>• Lodging</li> <li>• Meals                                      _____</li> <li>• Other                                        _____</li> <li>TOTAL                                      <b>0</b></li> </ul>
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<p>_____</p> <p>Building Administrator</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Date</p> <p><u>Distribution After Board Action</u>          White – District Office          Yellow – Administrator          Pink – Staff Member</p>	<p><u>Board of Education Action</u></p> <p>Approved</p> <p>Not Approved</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Date (05/01/01)</p>
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