Hewlett-Woodmere Public Schools
Environmental Education Program Proposal 2022-2023

General Information: ***Each date should have its own proposal.***				
Date of Activity:	**School Name:**	**Teacher in Charge**	**Grade**	**Field Site**

Number of:			
Classes	**Teachers**	**Students**	**Parents**

Trip Information:			
Time of Departure:		Time of Return:	

Proposals will not be approved if transportation, admission and program cost(s) are not filled in.

Transportation:	
# of buses	
x cost per bus (5 hours)	$
A. TOTAL BUS COST	$
Overtime: (*if applicable)*	
cost per hour	$
x # of overtime hours	
x # of buses	
B. TOTAL OVERTIME COST	$
Additional Costs:	
Tolls	$
Parking	$
Permit	$
C. TOTAL ADDITONAL COSTS	$
Admission:	
Per Student	$_____ x # of students _____ = $_____
Per Adult	$ _____ x # of adults _____ = $ _____
D. TOTAL ADMISSION COST:	$
Program:	
Per program	$ _____ x # of programs _____ = $_____
Per speaker	$_____x # of speakers _____ = $ _____
E. TOTAL PROGRAM COST:	$
GRAND TOTAL *(add A – E)*	$

1. What is the name of the program, person, and/or place you will be visiting?
   _____
2. Describe the activity or attach information to this form:
   _____
3. What instructional value does this proposed program offer to enhance your science curriculum?
   _____
   _____
   _____
4. What staff members will be involved in this activity?
   _____

Principal's endorsement of this proposal_____ Date: _____

RETURN TO: Jacqueline Frank, Office of Teaching, Learning and Technology

FOR OFFICE OF CURRICULUM & INSTRUCTION USE ONLY
Approved Funding:
Program $_____ Transportation:_____ Other:_____

Office of Curriculum & Instructional Approval:_____ Date:_____