

Spencerville-Jennings PTO Field Trip Request Form

Field Trip Name & Location: _____

Date of Field Trip: _____

Grade (circle): K 1st 2nd 3rd 4th MD

Number of Students: _____ Number of Adults (teachers/staff/parents): _____

Cost per Student & Adult: _____ Total Cost of Field Trip: _____

Payment: prepay: how _____ when _____
website/contact person _____

day of: credit card OR check who needs payment _____

invoice: have them send to PTO at the school address

virtual credit card?

Comments/Other Information: _____

Applicant Name: _____

Applicant Signature & Date: _____

Please give completed form to Susie Wagner

Susie Wagner, Elementary Principal

Fall Field Trips need submitted by September 1

Spring Field Trips need submitted to Susie by January 1

Susie will then give to PTO to approve

Andrea Tucker, Spencerville PTO Treasurer

Thank you!

Andrea Tucker, Spencerville PTO Treasurer

****Please note PTO is only funding the actual field trip, teachers will be responsible for transportation requests.**