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Manor PTA

OFFICE

150 Oak Manor Drive
Fairfax, CA 94930
www.manorpta.org

CONTACT:

Tracy Lavoie
Field Trip Fund
Accountant
trcy_lavoie@yahoo.com
415-218-1962

Field Trip Tracking Form

Program: Field Trips - Room _____

PTA Budget: No. of Students _____ x \$60 each = \$ _____

Teacher(s): _____

Expected Date(s) of Program: Year Round

Deadline for turning in all receipts: June 2011

Budget Line Item: Field Trip

Here is how collection of field trip monies work:

- At the beginning of each school year, teachers are provided with field trip forms to distribute to parents. These forms are the only approved method of requesting funds for field trips. Teachers may not ask for field trip funds separate from these forms.
 - This is per district Roundtable rules to ensure equity among our schools. (The Roundtable is a district-wide group comprised of principals, district superintendent and parent leaders from each of the schools).
- For planning purposes, teachers can count on receiving \$60 per child. If they feel they won't need that much, then can request a smaller amount from each family. But teachers are responsible for getting all the forms in, in order to receive those funds.
- Every family is required to fill out the field trip form and return to the classroom in order that the teacher can receive the monies they need-- no matter how much they give even if it's zero.
- Only a maximum of \$60 can be asked for. Families may give more if they choose. Their extra money is applied to that classroom up to \$60 per child. If that classroom receives the full \$60 per child, those monies will go to other classrooms that need it.
- Please understand that ANY amount is appreciated! If a family gives less than \$60, PTA will supplement the difference (up to 100%) by taking it out of the donation total given to YES at the end of the year. This is the approved method for providing field trip scholarships as established by the Roundtable.
- Families cannot state they will pay later. If they plan on paying, it needs to be attached to the form. Otherwise, please state that you will not be contributing.

Two Step Process for Teachers:

I. Collect field trip forms and money from all families:

NO	STUDENT	FORM COLLECTED	AMOUNT COLLECTED
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

NO	STUDENT	FORM COLLECTED	AMOUNT COLLECTED
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
TOTALS			

2. Track expenses against income received:

Running Total

Budget: \$ _____

- Reimbursement Form #1 (\$ _____) \$ _____
- Reimbursement Form #2 (\$ _____) \$ _____
- Reimbursement Form #3 (\$ _____) \$ _____
- Reimbursement Form #4 (\$ _____) \$ _____
- Reimbursement Form #5 (\$ _____) \$ _____
- Reimbursement Form #6 (\$ _____) \$ _____
- Reimbursement Form #7 (\$ _____) \$ _____
- Reimbursement Form #8 (\$ _____) \$ _____
- Reimbursement Form #9 (\$ _____) \$ _____
- Reimbursement Form #10 (\$ _____) \$ _____