



Manor PTA

OFFICE

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

Questions?

President
Anne Capron
AnneCapron@sbcglobal.net

Field Trip Tracking

Program: Field Trips - Room _____

Teacher(s): _____

Expected Date(s) of Program: Year Round

Deadline for turning in all receipts: June

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.

Field Trip Income Tracking Sheet



Collect field trip forms and money from all your students:

NO	STUDENT	FORM COLLECTED	AMOUNT COLLECTED	SCHOLARSHIP AMOUNT NEEDED
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
TOTALS				

GRAND TOTAL of Amount Collected + Scholarship Amount Needed (this becomes your budget for the year)

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Field Trip Expenses Tracking Sheet



- You are responsible for tracking how much is left in your field trip budget as the year progresses.
- When submitting receipts to PTA for your field trips, please use the standard PTA Reimbursement Sheet. With each submission, please include this sheet as well.
- This form should include a list of all reimbursements submitted throughout the year with the calculation of your remaining balance.

Thank you for your cooperation!

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		<u>Running Total</u>
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	(\$ _____)	\$ _____