

# Barnum PTO

## Field Trip Funding Request

With the support of the Barnum parents, school staff, and our community, the Barnum PTO is pleased to be able to help fund field trip costs. The PTO will fund up to \$500 for the transportation and/or admission cost for your field trip.

**To request funding, please complete the following steps:**

1. Complete the request form below.
  2. Submit the Field Trip Funding Request form to the PTO. You may scan and email your request to the PTO at [barnumpto@gmail.com](mailto:barnumpto@gmail.com) or place your request in the PTO's mailbox in the elementary office.
  3. Once your request has been received, the Barnum PTO members will review your request and vote to approve, amend, or deny your request. You will be notified by email once a decision has been reached.
  4. Provide the PTO with a copy of your completed district field trip form and purchase request.
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### Field Trip Funding Request

Date of Request: \_\_\_\_\_

Name of Group/Individual: \_\_\_\_\_

Email of Group/Individual: \_\_\_\_\_

Describe your request in detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount Requested: \_\_\_\_\_

(Please use the district's field trip form to calculate the exact cost of transportation)