

PINELLAS COUNTY SCHOOLS
VISUAL ARTS FIELD TRIP FUNDING REQUEST

Today's Date: _____

Visual Arts Field Trip planning process must be followed and this request needs to be submitted at least four (4) weeks in advance of trip.

Pony to: Visual Art Office, Administration Building or email all documentation to: Francine Giannotti

School: _____ Cost Center: _____

Teacher Name: _____

Teacher e-mail: _____

Number of Students: _____ Number of Adults: _____

Trip Date: _____ (one date per form)

Pinellas County School Bus Yes ____ No ____ (Pick up and return must be between 10:15 and 1:00)

Private Bus Company Name: _____ Cost: _____

Pick-up Time: _____ Return Time: _____

Museum 1: _____

Admission Fee - Cost per student: _____ Cost per adult: _____ Total Admission Cost: _____

Museum 2: _____

Admission Fee - Cost per student: _____ Cost per adult: _____ Total Admission Cost: _____

Purpose of Field Trip: _____

Pre Field Trip Activities: _____

Post Field Trip Activities: _____

Teacher must notify school's Bookkeeper, art venue, commercial carrier, and Art Office of cancellation in advance of field trip.

Teacher Signature _____ Date _____

Principal Signature _____ Date _____

Art Supervisor Signature _____ Date _____