

# 2023-2024 Field Trip Funding Information

## Teaching and Learning / Content-Area Field Trips

*In support of improved student engagement and increased achievement in curriculum content areas.*

1. PCS teachers are encouraged to take their classes on meaningful content-focused field trips connected to the district's curriculum subject areas. Field trips should be connected to enriching a student's interest in learning and to their mastery of state benchmarks. These relevant real-world experiences also allow students, teachers, and chaperones to learn more about our local and state community and cultural treasures. Most importantly, they help our students to enjoy school and learning.
2. A limited amount of funds are dedicated to these field trips and are available to cover TDEs, the cost of school or commercial buses, and admission fees.
3. If you want to request Teaching and Learning field trip funding, please work through your school's secretary and/or bookkeeper to ensure the school's normal field trip approval and accounting processes are followed.
4. To request funding, a completed and signed 23-24 TL Field Trip Funding Request form, transportation quote, and venue admissions quote should be scanned to Heather Rochkind ([rochkind@pcsb.org](mailto:rochkind@pcsb.org)).
5. An approval or denial email will be sent to the teacher/requester with next steps.
6. *The deadline to request funds for the 2023-2024 school year is Friday, April 12, 2024.*

### **Funding is available for field trips to:**

- All Pinellas County schools and school facilities
- All local colleges and universities
- Public and government offices and sites
- Aquariums, zoos, and animal farms
- Planetariums, institutes, and science centers
- All county, city, and state parks and preserves
- Historical sites, museums, and art centers

*Note:* Separate funding may also be available for art museums and art centers via the arts referendum. Visit the district's visual arts webpage for more information.

- Performing Arts centers and theatres
- Cultural, historical fairs and festivals
- On-site, content specific field trips (must be approved by Risk Management)

### **Not Eligible for Funding:**

- Food
- Overnight expenses
- Clothing
- Tour company expenses
- Amusement parks and centers

PINELLAS COUNTY SCHOOLS  
Teaching and Learning Content-Area  
23-24 TL Field Trip Funding Request

Today's Date: \_\_\_\_\_

Review 2023-2024 Field Trip Funding information page before submitting this request form. At least four (4) weeks in advance of trip, scan and email this form along with all required supporting documents to: **Heather Rochkind** [rochkinds@pcsb.org](mailto:rochkinds@pcsb.org)

School Name: \_\_\_\_\_ Cost Center \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Teacher email: \_\_\_\_\_

Field Trip Location: \_\_\_\_\_

Trip Date: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Number of Adults: \_\_\_\_\_

Pinellas County School Bus YES \_\_\_\_\_ NO \_\_\_\_\_ (pick up and return must be between 10:15-1:00)

Private Bus Company Name: \_\_\_\_\_ Bus Cost: \_\_\_\_\_

Pick-up Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Admission Fee - Cost per student: \_\_\_\_\_ Cost per adult: \_\_\_\_\_ Total Admission Cost: \_\_\_\_\_

Purpose of Field Trip: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date \_\_\_\_\_

Teaching and Learning \_\_\_\_\_ Date \_\_\_\_\_