



Peru Elementary School District 124

# 2023-2024 PTC MINI GRANT FIELD TRIP REQUEST FORM

Request forms will be accepted up to 7 days prior to the monthly PTC meeting for vote. Requests submitted without the required information and/or after the cut-off will be presented for vote at the PTC meeting the following month. The 2023/2024 PTC Meetings are: 9/12, 10/10, 11/14, 1/9, 2/13, 3/12, 4/9 and 5/14 in the Northview Library at 6:00pm.

School: Northview Parkside Today's Date:

Amount Requested: Field Trip Date:

Deposit Required?:

Yes; Deposit Amount: Deposit Due: Balance Due:

No; Full Payment Due:

PTC check payable to:  
(Company/Vendor)

Payment address:  
(If PTC is mailing payment)

Additional information regarding payment; if not addressed above:

Teacher Requesting: Grade(s):  
(Limit 1: Teacher in charge-responsible for this request/reimbursement funds)

Attending:

# of students: # of chaperones: # of teachers/staff: # of bus drivers:  
@ \$ @ \$ @ \$

Total Refund Due PTC: \$

**\*\*REQUIRED: Class roster/chaperone list indicating who has paid, the amount, cash or check #/name on check\*\***  
See page 2 for example

Please describe how your request/\$ would be used and how the students would benefit:

Please submit to your school Principal for request approval

Principal's Signature: Date:

For final PTC vote/approval, please sign & email this request form & required info/docs to: PTC@perued.net

PTC APPROVED:  YES  NO DATE:   
METHOD:  EMAIL  TEXT  HARD COPY  MONTHLY MEETING

PTC payment via check/online

Reimbursement to Peru Elementary District 124 Activity Fund via Monthly Invoice

Teacher: *Miss Honey*

Grade: *5*

Event: *Medieval Times Field Trip*

Date: *5/2/23*

\$ Due Per Student: *\$5 per student*

\$ Due per Chaperone: *\$35 per chaperone*

STUDENT NAME	AMOUNT PAID	CASH	CHECK #	NAME ON CHECK
<i>Matilda Wormwood</i>	<i>\$5</i>	<input checked="" type="checkbox"/>		
<i>Bruce Bogtrotter</i>	<i>\$5</i>	<input checked="" type="checkbox"/>		
<i>Amanda Thripp</i>	<i>\$5</i>		<i>#3154</i>	<i>Michael &amp; Sarah Thripp</i>
<i>Lavender</i>	<i>\$5</i>	<input checked="" type="checkbox"/>		
<i>Michael Wormwood</i>	<i>\$5</i>	<input checked="" type="checkbox"/>		
CHAPERONE NAME	AMOUNT PAID	CASH	CHECK #	NAME ON CHECK
<i>Martha Bogtrotter</i>	<i>\$35</i>		<i>#5064</i>	<i>Steve &amp; Martha Bogtrotter</i>
<i>Sarah Thripp</i>	<i>\$35</i>	<input checked="" type="checkbox"/>		

TOTAL: \_\_\_\_\_