



Peru Elementary School District 124

2024-2025 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 2024/2025 PTC Meetings are: 8/20, 10/8, 11/12, 1/14, 2/11, 3/11, 4/8 and 5/13 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 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 & 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 & Martha Bogtrotter</i>
<i>Sarah Thripp</i>	<i>\$35</i>	<input checked="" type="checkbox"/>		

TOTAL: _____