

## Field Trip Instructions

### **Pricing Instructions:**

1. Determine how many students, chaperones and teachers will attend the field trip
2. Get a cost for all attendees
3. Get a cost for the bus.
  1. PTO covers the transportation for one field trip, up to \$550
  2. If the cost of bus exceeds \$550 the overage should be applied to the total cost.
  3. If the grade has already gone on a field trip where the bus was covered by PTO, the entire transportation cost should be added to the total cost for all attendees
4. Add the total cost for all attendees and uncovered transportation. Divide this for the number of students and this would be the per child price.

### **Receiving Money and Payment:**

5. Notify PTO of the field trip and per student cost where it can be added to the online, myschoolanywhere option and included in the permission slip.
6. The PTO can provide an online payment update at any point. Minimally we will send one at the end of each week for the teachers to track who has paid online.
7. Total money collected should be provided to the office
8. Ms. Pinto (school office) provides the bus cost and an invoice is sent by the busing company paid by the Treasurer.

9. Final payment amount for field trip should be provided at least three business days prior to the field trip where checks will be ready at the school.