

Valley Road School PTA • Clark, NJ

2017 – 2018 Teacher Fund Request for Class Trips

Dear Valley Road School Teachers,

When submitting a request for field trip funds, please note that VRS PTA cannot refund any cash that was disbursed for expenses incurred on class trips. This includes tips paid to bus drivers. As Treasurer, I am only permitted to submit payment directly to “Clark Board of Education”, for transportation costs. Valley Road School PTA does contribute \$10.00 per student, to help offset the cost. Our intent is to defray the cost of class trips; thus making it a more affordable expense for families.

If you need a deposit to reserve your class trip destination, please complete the bottom portion of this form and submit to Michelle Chesney, at your earliest convenience. Payment will be made payable directly to your class trip destination. If you have any questions regarding the aforementioned information, please feel free to contact me directly at 908.403.8885 or via email michellechesney1@gmail.com.

Sincerely,

Michelle Chesney, Valley Road School PTA Treasurer

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Grade and Teacher’s Name: _____

Date of Class Trip: _____

Destination: _____

| Total # of Students Attending | VRS PTA contribution | Total Amount of Payment Requested |
|-------------------------------|----------------------|-----------------------------------|
| | X \$10.00 | \$ |

Check payable to: _____

Teacher Signature

Date