



Dear Northstar and West Teachers,

As you all know, the PTO finances field trips for the elementary classes (1 per grade level) as well as the transportation costs for these trips. The district is not allowed to ask for monetary support from the students' parents or families. The PTO supports this because we feel field trips are an important educational opportunity for our kids and can enhance classroom and curriculum learning.

To help us plan for these expenses, we are asking all teachers to please fill out the form below to and return to the PTO mailbox in the office one month before your field trip. Please list all trips that have either an entrance fee and/or requires bus transportation so we may include it in our current year's budget.

We would like a representative from each grade/trip to attend the PTO meeting the month prior to your planned trip to present the nature of the field trip to the PTO members and to get the final details in order.

Thank you for your support,

Knoxville Elementary PTO

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Teacher(s): \_\_\_\_\_ Grade: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Destination:	Entrance Fee:	Anticipated Date:
1. _____	_____	_____
2. _____	_____	_____