

PINELLAS COUNTY SCHOOLS  
**VISUAL ARTS FIELD TRIP FUNDING REQUEST**

Today's Date: \_\_\_\_\_

Visual Arts Field Trip planning process must be followed and this request needs to be submitted at least four (4) weeks in advance of trip.

**Pony to: Visual Art Office, Administration Building or email all documentation to: Francine Giannotti**

School: \_\_\_\_\_ Cost Center: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Teacher e-mail: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Number of Adults: \_\_\_\_\_

Trip Date: \_\_\_\_\_ (one date per form)

Pinellas County School Bus Yes \_\_\_\_ No \_\_\_\_ (Pick up and return must be between 10:15 and 1:00)

Private Bus Company Name: \_\_\_\_\_ Cost: \_\_\_\_\_

Pick-up Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

**Museum 1:** \_\_\_\_\_

Admission Fee - Cost per student: \_\_\_\_\_ Cost per adult: \_\_\_\_\_ Total Admission Cost: \_\_\_\_\_

**Museum 2:** \_\_\_\_\_

Admission Fee - Cost per student: \_\_\_\_\_ Cost per adult: \_\_\_\_\_ Total Admission Cost: \_\_\_\_\_

Purpose of Field Trip: \_\_\_\_\_

Pre Field Trip Activities: \_\_\_\_\_

Post Field Trip Activities: \_\_\_\_\_

Teacher must notify school's Bookkeeper, art venue, commercial carrier, and Art Office of cancellation in advance of field trip.

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Art Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_