

2026-2027 South Middleton PTO Field Trip Funding Request

All field trip coordinators should request that checks for field trips from parents be made out to the Student Activity Fund at their respective school. Field trip coordinators may request a maximum of \$7.00* for the 2026-2027 school year per child per grade in field trip subsidies from the PTO.

The SMPTO will completely fund in full, all at-need children. The SMPTO does not budget to subsidize or otherwise pay in full any teacher, aide, parent, or volunteer without prior approval from both the Principal and the PTO Board.

Please check with the Treasurer prior to making your field trip plans to ensure funds are available.

When field trip plans are finalized, submit this form and the invoice to board@smpto.com and allow at least 5 business days for a check to be issued. **Receipts / invoices are required.**

Contact the Treasurer or PTO President with questions, thank you.

Field Trip Coordinator Name: _____

Email: _____

Grade: _____ Field Trip Name: _____

Number of Subsidized Children Attending: _____ @ \$_____ (maximum of \$7.00*/yr/student)

Number of At-Need Children Attending: _____ @ \$_____ (full cost of field trip)

Total Requested: \$_____

Check needed by: _____ (allow 5 business days)

Signature: _____

All checks will be written to the Student Activity Fund for the respective school

Treasurer Use Only
Check # _____
Date Paid: _____