

**FOWLER PSO**  
**2017/2018 Field Trip Request For Funds**

- One of the functions of the Fowler PSO is to enhance the learning environment at our school. Please use this form to request funds for field trips.
- All requests are submitted to the Principal for review and approval. Final approval will be made by the PSO.

Date of Request: \_\_\_\_\_ Requested Deadline for PSO Approval: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email address: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Activity: \_\_\_\_\_

Admission/Tickets Needed: Yes or No      \$ \_\_\_\_\_

Substitute Needed: Yes or No      \$ \_\_\_\_\_

Buses Needed: Yes or No      \$ \_\_\_\_\_

Total Amount Requested:      \$ \_\_\_\_\_

Number of Students Impacted: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Attach details as needed to support request.**

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PSO approval amount: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

*The PSO Treasurer will advise the requesting teacher or staff member of the status of each grant request via email - on hold, approved, or rejected. Decisions will be communicated within 5 days after PSO meeting vote.*

Return to PSO mailbox or email to Cheryl Payne, PSO Treasurer, at [fowlerpsotreasurer@gmail.com](mailto:fowlerpsotreasurer@gmail.com).