

WINDHAM PUBLIC SCHOOLS STUDENT EDUCATIONAL TRIP FUNDING VERIFICATION FORM

Policy #6153
Form #3

This form must be submitted 10 school days prior to the date of the trip. The Principal must verify that sufficient funding is specifically allocated for the educational trip and attach proof of such (ex. current bank statement reflecting balance, current fund raising receipts showing funds available, current budget printouts reflecting funds in trip account, etc.)

School: _____

Destination Name: _____

Street _____ City _____ State _____

Date of departure: _____

Date of return: _____

Funding Source: School Budget Code _____

Grant Name & Budget Code _____

Other (Explanation & Code if applicable) _____

Yes, I have verified that sufficient funding is available for this trip

No, there is not sufficient funding available for this trip and the trip is being cancelled.

Signature

Principal/designee: _____ Date: _____