

## Field Trip Request Form 2022-23

Name of School:	
City/District:	
Name of Teacher(s):	
Contact Info (phone & email):	
Number of Students: (Max 70 students per time slot)	Grade Level:
Date Requested:	Alternate Date:
Time Requested: <input type="checkbox"/> 9:00-10:30 a.m. <input type="checkbox"/> 12:00 -1:30 p.m.*	
Do you want to include the art activity? <input type="checkbox"/> Yes <input type="checkbox"/> No (materials fee of \$2 per student will apply)	
Are you requesting funding assistance for transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No	

\*Space is available by advance reservation for students to bring sack lunch prior to the noon tour time.

**Please submit this form via fax to (209) 250-0070, or via email to Megan Hennes, Assistant Director for Public Programs at [megan@carnegieartsturlock.org](mailto:megan@carnegieartsturlock.org)**

**We will do our best to accommodate your first choice of date.**

**If you choose to include the art activity an invoice will be sent to email address provided above.**

### **School Bus Transportation Funding Policy and Procedure**

We continue to have a limited amount of bus transportation funding available.

Schools within 20 miles of the CAC are eligible to receive up to \$200 per bus. (Turlock, Keyes, Ceres, Denair, Hughson, Hilmar, Livingston, Atwater, Delhi, Patterson, Newman, Modesto)

Schools more than 20 miles from the CAC may receive up to \$250 per bus.

Requests will be considered on a first come, first served basis. Funding will be limited and no funding is guaranteed until a request has been approved.

**Following each visit, the school must send an invoice for actual bus cost to be reimbursed by the CAC. Checks for reimbursement will be issued in amounts not to exceed the maximum dollar allotment per bus.**