

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
SCHOOL ACTIVITY NOTIFICATION FORM

Prior to completing the SAN Form, click here to view a brief video on Cash Collections.
<http://www.browardschoolsbusiness.com/videos/>

ACTIVITY INFORMATION

DATE _____

This form must be completed and submitted to the Business Support Center (BSC) at least **two weeks** prior to the start of an activity OR a minimum of 30 school days prior to the field trip date (60 school days for trips requiring district approval). If the BSC has questions/concerns about the activity, they will contact the submitting location upon receipt of this form.

1. Requesting School: _____

2. Name of Activity Sponsor: _____ Grade: _____

3. Sponsor's email: _____

TEACHER'S EMAIL

4. Field Trip: _____ Amount: _____

Maximum Participants: _____ Date of Field Trip: _____

FIELD TRIPS THAT ARE OUT OF TRI-COUNTY, OVERNIGHT OR WATER-RELATED REQUIRE DISTRICT COMPLIANCE APPROVAL. CONTACT THE BSC FOR MORE INFORMATION.

5. Type of Fundraiser Activity: _____ Amount: _____

Date of Activity: _____

Advertise Online? Yes No

Financial Reports and Inventory Forms for fundraisers/sales can be found in Standard Practice Bulletin I-402(C). Financial Reports, Inventory Forms and Club Meeting minutes must be ponied to the Business Support Center.

Give a brief description of the field trip/activity. Information provided will be used for online setup. Max 100 characters. (ex: Please bring a bag lunch. Cash collection Wednesday only.)

6. Requested Collection Dates: Start Date _____ End Date _____

PRINCIPAL APPROVAL

As school principal I have reviewed and approve of the activity noted on this form. I agree that this fundraiser or payment is for a school sponsored activity and will be processed in accordance with School Board Policies and Procedures.

I am aware that the Business Support Center will receive this information and handle all internal account transactions associated with this activity.

BUSINESS SUPPORT CENTER USE ONLY

Great Plains Account# _____ Account Name _____

FIELD TRIP COST CALCULATION SHEET

Always underestimate the number of students participating. Total # eligible students _____

ADMISSION FEES:

Admission per student _____ x # of students _____

Total Student Admission Fee

Admission per adult _____ x # of adults _____

Total Chaperone Admission Fee

TOTAL ADMISSION FEES:

TRANSPORTATION FEES:

OPTION 1 (SEAS=\$94/bus)

	Fee		Quantity	
	Fee		Quantity	
	Fee		Quantity	

Toll Fee: _____

TOTAL OPTION 1:

OR

OPTION 2 (SBBC=\$47/hour)

Cost per hour _____ x # of hours _____ x # of buses _____

TOTAL OPTION 2:

MISC FEES:

Reason for Fee: _____	Cost \$ _____
Reason for Fee: _____	Cost \$ _____
Reason for Fee: _____	Cost \$ _____
Misc/Other: _____	Cost \$ _____

Cost per student \$ _____

TOTAL MISC. FEES

ADD'L FUNDS

Total of Admission Fees:	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text" value="\$"/>
Total of Transportation Fees:	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text" value="\$"/>
Total of Misc. Fees:	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text" value="\$"/>
Total Cost of Field Trip	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text" value="\$"/>
Individual Student Cost:	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text" value="\$"/>