



**LatinoNetwork**

## SBP Celebration/Field Trip Proposal

Lead Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Number of adult Chaperones needed: Staff: ☐ # \_\_\_\_\_ Volunteers ☐ # \_\_\_\_\_

**Please list the name of the staff that you are proposing to be part of this event:**

Chaperone 1: \_\_\_\_\_ ☐ Staff ☐ Volunteer

Chaperone 2: \_\_\_\_\_ ☐ Staff ☐ Volunteer

Chaperone 3: \_\_\_\_\_ ☐ Staff ☐ Volunteer

Chaperone 4: \_\_\_\_\_ ☐ Staff ☐ Volunteer

Number of program participants: \_\_\_\_\_ School Site/s: \_\_\_\_\_

Expense	Source	Amount
Example: Transportation	PPS school bus	\$ 600
Food	Costco Pizza	\$ 400
Admissions	Family Fun Center	\$ 20x60= \$1200
Materials	Paper ware	\$ 200
Transportation		
Food		
Admissions		
Materials		
Other		
	TOTAL	



# LatinoNetwork

**Please describe how this event is aligned to the Latino Network mission:**

**Identify three (3) educational objectives that participants will gain by attending this event.**

**For Administrator Use Only:**

☐ Approved ☐ Not Approved

Conditions: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_