



PTA fieldtrip policy:

We ask that for any fieldtrips, teachers request money from families to cover the cost of the buses (at a minimum). Requests for money to cover any additional fees may then be submitted to the PTA. If there are shortages in the money collected, the PTA will continue to cover the shortages.

Sales tax can not be reimbursed. If you need a copy of a tax-exempt form, please contact a PTA officer who will forward one to you.

We welcome you to come to a PTA Board meeting or a general PTA meeting to be able to answer any questions that may arise from your request.

Staff Contact (name, phone and email):

Project Overview (Please briefly describe your project):

Explain how the project fits with Hawthorne's mission:

How many students will benefit from this:

Itemized expenses:

