



**PUTNAM/NORTHERN WESTCHESTER BOCES  
ENVIRONMENTAL EDUCATION  
SERVICES REQUEST  
FOR DAY TRIPS & OVERNIGHT PROGRAMS ONLY**



CHECK IF PREPAYMENT REQUIRED \_\_\_\_\_  
 ☞☞☞(INVOICE MUST BE ATTACHED)☞☞☞

BOCES Contract # EE \_\_\_\_\_  
 (entered by BOCES )

*All information on this form must be complete, failure to do so will result in this form being returned to you.*

*Please Note: This is a shared services COSEER which means that a program must be used by more than one district to be eligible for state aid.*

**DISTRICT INFORMATION**

SCHOOL DISTRICT \_\_\_\_\_ SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_  
 NAME/PHONE OF PERSON WHO SET UP PROGRAM: \_\_\_\_\_

**PROGRAM INFORMATION**

TYPE OF PROGRAM \_\_\_ Day Trip \_\_\_ Overnight Program PROGRAM DATE(S) \_\_\_\_\_  
 NAME OF FACILITY RESERVED \_\_\_\_\_  
 FACILITY ADDRESS \_\_\_\_\_  
 FACILITY PHONE \_\_\_\_\_ FACILITY FAX \_\_\_\_\_  
 FACILITY EMAIL \_\_\_\_\_  
 PROGRAM TITLE \_\_\_\_\_  
 PLEASE WRITE A BRIEF DESCRIPTION ABOUT THE PROGRAM AND HOW IT WILL SUPPORT YOUR ENVIRONMENTAL CURRICULUM:  
 \_\_\_\_\_  
 \_\_\_\_\_

TOTAL # STUDENTS _____	PRICE PER STUDENTS \$ _____	TOTAL STUDENT COST	\$ _____
TOTAL # CHAPERONES _____	PRICE PER CHAPERONE \$ _____	TOTAL CHAPERONE COST	\$ _____

(State aid granted to 1 chaperone per 6 students)

PLEASE NOTE: A 17% administrative fee will be charged.  
 Food and transportation are not eligible for state aid.  
 Cancellation fees are the responsibility of the district.

TOTAL PROGRAM COST	\$ _____
--------------------	----------

**AUTHORIZED SIGNATURES**

**BOTH SIGNATURES ARE REQUIRED** or this form will not be processed and will be returned to you.

_____ Signature of Building Principal	_____ Date	_____ Signature of Business Administrator	_____ Date
_____ Please Print Name		_____ Please Print Name	

**WHEN COMPLETED:**

- Email this form to:  
Environmental Education State Aid  
iniwinsky@pnwboces.org
- Please keep a copy for your records!
- Questions: 914.248.2339

***This form MUST be in the  
Center for Environmental  
Education office A MONTH  
prior to the program/trip.***