



Sugar Sand Park Community Center
300 S. Military Trail
Boca Raton, FL 33486

Field Trip Reservation Request Form
(One form required per day)

Teacher making reservation: _____ Today's date: _____

School name: _____

Address: _____ Zip: _____

School phone *(include teacher mailbox #)*: _____

Alternate phone: _____ Email address: _____

Email address of each teacher attending: _____

Requested date of field trip: _____

Grade level: _____ Number of classes attending (1 or 2): _____

Number of students: _____ Number of chaperones: _____

Total # attending: _____ *(cannot exceed 50)*

Program choice: _____

Alternate choice: _____

Program time options (Check one):

Option 1: 10:00 & 11:30 programs/ 11:00 lunch *(recommended for K-2)* _____

OR

Option 2: 10:00 & 11:00 program/ 12:00 lunch _____

Students with special needs? _____

Gifted classes? _____

Administrative Use Only:

Rec Trac Receipt #: _____

On Calendar: _____

Mailed Confirmation: _____

On Schedule: _____