

SSPRPA TEEN COMMITTEE TRIP SUBMISSION FORMAT

Title of Trip/Event: _____

Description of Trip/Event: _____

Day/Date: _____ **Time:** _____

**(Please include the time the trip is BOOKED. For example, if you are planning a trip for Great America, include the time the Park opens. Travel times are different for each agency, so departure times will also be different. Each agency can determine their own departure time.)*

Cost (Please breakdown) into these categories:

1. **Ticket/Admission Cost:** _____

2. **Transportation:** _____

**(Transportation varies with each agency. If each agency is responsible for their own transportation, please specify that in this section).*

3. **Food:** _____

**(NOTE: Other costs such as supervision, chaperone fees, etc can be determined by each agency. Because these fees and wages are different everywhere, each agency can determine that, as well as their mark-up on their own.)*

Registration Deadline: _____

Host: _____

If you have any questions, contact Colleen Canavan at cavan@palosheights.org