



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: \_\_\_\_\_

Email of teacher making reservation: \_\_\_\_\_

School name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

School phone *(include teacher mailbox #)*: \_\_\_\_\_

Alternate phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Name & email address of **each teacher** attending on this date:

\_\_\_\_\_  
\_\_\_\_\_

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Requested date of field trip: \_\_\_\_\_

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

Number of students (max 44): \_\_\_\_\_ Number of chaperones: \_\_\_\_\_

Total # attending: \_\_\_\_\_ *(cannot exceed 50)*

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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 or gifted classes? \_\_\_\_\_

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**Administrative Use Only:**

**Rec Trac Receipt #:** \_\_\_\_\_

**On Calendar:** \_\_\_\_\_

**Mailed Confirmation:** \_\_\_\_\_

**On Schedule:** \_\_\_\_\_