

INSURANCE CERTIFICATE FIELD TRIP

From time to time organizations and/or governmental agencies request from the Passaic Board of Education insurance certificates when their property and/or facilities are being used by Board employees.

If this be the case, a request for an insurance certificate should be made through the Business Office. A form entitled **Request for Insurance Certificate--Field Trip** has been prepared for your use.

The form is to be received by the Business Office at least seven (7) days before the date of the trip.

**PASSAIC BOARD OF EDUCATION
BUSINESS OFFICE
663 Main Avenue
Passaic, New Jersey 07055**

**Request for Insurance Certificate
Field Trip**

Teacher's Name _____

School _____ Grade _____

Destination: (Name) _____

(Address) _____

(City, State, Zip) _____

Purpose of Trip _____

Organization/Government Requesting Insurance Certificate:

Name of Organization / Contact Person

Street Address / City, State, Zip

Phone Number / Fax Number

Number of Teachers Attending Trip _____

Number of Pupils Attending Trip (by grade level) _____

Date of Trip _____

Times of Trip Arrival _____ Departure _____

Date _____

Signature of Principal

Please submit forms at least ***seven (7) days*** before date of trip to:

Mr. Kevin Lomski, CPA, PSA, QPA
School Business Administrator
Board Secretary