

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. R. Aaron Bowman CPA, PSA
School Business Administrator
Board Secretary