

Potato Hill Farm Outdoor Education Center
11904 Potato Hill Road
Boonville, New York 13309
(315) 942-2299
scheduling@potatohillfarmoec.com

Required Bus Request Form

District _____ School Name _____

Date of Visit _____

Departure Time From School _____

Return Time To School _____

Number of Buses Needed _____

Number of Students _____ Teachers _____ Chaperones _____

Campus Destination (circle):

Potato Hill Farm main Campus (OEC)
Alder Creek Gorge (ACG) Forestport Feeder Trail (FFT)
Canal/Museum (CT) Jackson Hill (JH) Sunfield
Black River Campus (BRC) Jackson Hill (JH) Telemark

Contact Person _____ School Phone _____ Cell Phone _____

Contact Signature _____

Principal's Signature _____

This form must be sent to Potato Hill Farm (315)942-9169 (FAX)
AND to either your district bus transportation department
OR to Birnie Bus Utica to Kathleen (315)797-5458 (FAX)
OR to Birnie Bus Rome to Barb (315)281-0042 (FAX)
OR to Birnie Bus for Ilion, Frankfort & St. Francis schools to
JoAnn (315)895-4153 (FAX)

NOTE: In order for you to be reimbursed for busing, you must arrive with a minimum of 40 students per bus.

Bus Reimbursement invoice must be received within 45 days of your trip to be honored

Please send reimbursement to:

Sharon Dellerba

Potato Hill Farm Outdoor Education Center

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