

EXHIBIT B-1

Student Organization Fund Approval for Expenditure totaling \$1,000.00 or more

SCHOOL: Lexington Date: 9/23
DEPARTMENT: _____ Account: 2011
VENDOR: Turtle Back Zoo Amount: \$ 1700 ⁸⁰/₁₀₀
PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: _____
1st Grade field trip to
Turtle Back Zoo.

In accordance with the Student Organization Fund – Policy and Procedure Manual, I hereby request approval of the referenced expenditure totaling \$1,000 or more.

SIANE LUPO
Name
Siane Lupo
SIGNATURE

Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the School Business Administrator/Board Secretary, may obligate themselves by contract for the purchase of goods and services totaling \$1,000 or greater.

I approve the purchase of goods/services per the attached.

Yolanda Koon
School Business Administrator/Board Secretary

Date

group only if we have the availability. **All group rescheduling and cancellations must be done more than 48 hours in advance.**

CHECKING IN: Everybody in your group must check in at the same time. Please have a designated meeting area for your group outside of the gate plaza. ***If your whole group cannot check in at the same time, there is an additional \$50 charge to utilize a guest list system. All guests on the guest list must be paid for up front.*** Once checked in, there are no refunds or rescheduling for incorrect headcounts, weather, maintenance or exhibit closures.

BUS PARKING: Busses park off-site. Bus drivers will be directed by Zoo staff on where to drop-off your group for check in and then where to park before pick-up.

EDUCATIONAL PROGRAMS: Book a private 30-minute presentation for your group! Our educators have a variety of animals that can cater to your educational needs. For more information, visit www.turtlebackzoo.com/presentations or contact our education department at tbzprograms@parks.essexcountynj.org.

IMPORTANT: Groups are held to all Zoo Rules and Chaperons/ Guardians are responsible for compliance. Adult supervision is required at all times. Please go over with everyone in your group there is no ball playing, frisbee throwing, yelling, climbing (especially on walls & fences) or running in the Zoo. Please respect & leave untouched the plants, trees and animals around you. For a detailed list of all Zoo Rules: turtlebackzoo.com/zoo-rules/

**IF A GROUP CAN NOT OR WILL NOT FOLLOW THESE RULES THEY WILL BE ASKED TO LEAVE.
NO REFUND WILL BE OFFERED.**

**Thank you for making your Zoo Trip fun, safe & educational
for all!**

Item/Type	Quantity	Unit Price	Total
Group Rate	100	17.00	1700.00
SUBTOTAL			1700.00
DISCOUNT			0.00
TOTAL			1700.00
DEPOSIT AMOUNT			255.00
DEPOSIT DUE ON			11/17/2026
FINAL BALANCE DUE			1700.00

Please sign below to secure your reservation for 05/07/2027 from 10:00 AM to 4:00 PM and return this sheet with your deposit or payment. Contact your Sales Manager, before or after returning this sheet, to finalize the number of guests or to discuss changes to the items listed above.

Thank You For Choosing Essex County Turtle Back Zoo!

09/22/2026

JENNIFER MARKEL

Date

Authorized Representative - Signature

JENNIFER MARKEL

Name of Organization

Authorized Representative - Print Name