

EXHIBIT B-1

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

SCHOOL: Hannah Caldwell

Date: 3-27-26

DEPARTMENT: \_\_\_\_\_

Account: 2012

VENDOR: Turtle Back 200

Amount: \$ 1600.00 <sup>Not to exceed</sup>

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: \_\_\_\_\_

2nd Grade class trip on 5/26/26. Deposit of \$225.00 due 4/3/26. Invoice attached.

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

Cathy Costello

Name

Cathy Costello  
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

## Order Details

### Terms

THANK YOU for choosing ESSEX COUNTY TURTLE BACK ZOO for  
your trip!

WE ARE EXCITED FOR YOUR GROUP TO HAVE A SAFE, FUN-  
FILLED DAY AT THE ZOO. PLEASE READ THE FOLLOWING  
INFORMATION CAREFULLY TO UNDERSTAND EVERYTHING  
EXPECTED FROM YOU AND YOUR GROUP & GO OVER KEY  
DETAILS WITH EVERYONE BEFOREHAND.

Your signature acknowledges you have read the Group Contract Policies  
below and understand your group will be held to this information. If you  
have any questions, please call (973) 731-5800 EXT 221.

**PAYMENTS:** To confirm your group booking, you must make your deposit payment or submit a full purchase order in advance. Payment or purchase order must be received **before the due date posted on your booking**. Upon arrival on the trip date, the group leader or a representative from your school/ organization will be asked to check in at the group window with an exact count of children and adults present in your group. It is here where you can pay the balance of your trip. \*Please note that if you have not finalized your group booking with a deposit payment or purchase order on time, your group will be cancelled and group pricing will not apply to your visit.\*

**RAIN DATES:** To schedule a rain date, please email [jcarlson@parks.essexcountynj.org](mailto:jcarlson@parks.essexcountynj.org) once payment or purchase order has been submitted and received by the zoo. Rain dates are very limited, so please do not delay. **We cannot schedule your group for a rain date until after payment or purchase order is received.** Sorry for any inconvenience this causes.

**ITEMS NOT ALLOWED ON ZOO GROUNDS:** The following items are not allowed on Zoo grounds for the safety of our animals: balloons, chalk, streamers, piñatas, confetti, scooters, noise makers, radios, grills, skates, bicycles, glider skates/Heelleyz, sneaker skates, styrofoam cups or styrofoam coolers. If you have any questions, please call (973) 731-5800ext. 221.

**REFUNDS:** *We do not issue cash or check refunds. However, you will be issued a credit on a gift card for the number of people already paid for who are not attending the zoo.* Please make sure the group leader for the day checks in at the window and has an exact headcount for children and adults ready so we can give you the correct amount needed. Once signed, we will not edit the number of attendees.

**WEATHER POLICY:** The Zoo is open rain or shine. If your group has booked a rain date, we can update your trip to that date. If you do not have a rain date scheduled, we can reschedule your 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**

# ZOO GROUP TICKETS

Hannah Caldwell Elementary School  
Tuesday, May 26, 2026

Event Time: 10:00 AM-4:00 PM

Liza Lunique  
1020 Commerce Avenue Union NJ 07083 US  
+17088689609  
llunique@tups.org

Order Number: 72056707

**Essex County Turtle Back Zoo**  
**560 Northfield Ave, West Orange, NJ 07052**  
**973-731-5800**

## Timeline

In use Time: -

Boarding Time: -

Start Time: -

Start Time: -

Dockside Start: -

Sail Time: -

Dock Time: -

Dockside End: -

Disembark Time: -

End Time: -

End Time: -

Out Time: -

## Parking Information

**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.

**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](http://www.turtlebackzoo.com/presentations) or contact our education department at [tbzprograms@parks.essexcountynj.org](mailto: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/](http://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	104	15.00	1560.00
<b>SUBTOTAL</b>			<b>1560.00</b>
DISCOUNT			0.00
<b>TOTAL</b>			<b>1560.00</b>
DEPOSIT AMOUNT			225.00
<b>DEPOSIT DUE ON</b>			<b>04/03/2026</b>
FINAL BALANCE DUE			1560.00

Please sign below to secure your reservation for 05/26/2026 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!

Date

Authorized Representative - Signature

Liza Lunique

Name of Organization

Authorized Representative - Print Name

Essex County Turtle Back Zoo Field Trip: May 26, 2026

Class	# of Students	# of Chaperones	Total Amount	Total \$ Paid	Notes
DaSilva	18	5 + 1 Teacher	\$368	\$368	
Connolly	15	4 + 1 Teacher	\$304	\$304	
Cherian	15	4 + 1 Teacher	\$304	\$304	
Lunique	13	4 + 1 Teacher	\$272	\$272	
Kumpf	16	4 + 2 Teachers	\$312	\$312	
<b>TOTAL</b>	<b>77</b>	<b>27</b>	<b>\$1,560</b>	<b>\$1,560</b>	

Total Count of People	
Students	77
Teachers	6
Nurse	
Chaperones	21
<b>TOTAL</b>	<b>104</b>

**Bus Information:**

3 buses (seats 50 people) → \$ total (\$ per bus)

Departure: Students arrive by 8:30am → Board bus at 9:00

Arrival: Leave zoo at 12:30pm → Arrive at school 1:00pm

Bus Assignment					Total
Bus 1					
Bus 2					
Bus 3					

Field Trip Spread Sheet for: Shelby Kumpf

Trip Location: Turtle Back Zoo

Date of Field Trip: May 26, 2026

Student Name	Chaperone	Amount Paid	Form of Payment
Sofia Caceres Ortiz		\$16	Cash
Illiana Da Rocha		\$16	Cash
Sophia De Oliveira		\$16	Cash
Victoria Edouard		\$16	Cash
Mikala Ekeh		\$16	Cash
Camilia Esteves	Mom	\$32	Cash
Anzal Faisar		\$16	Cash
Christian Forlenza	Mom	\$28	Cash
Bendjinaya Francois		\$16	Cash
Samuel Garcia		\$16	Cash
Kendi Green		\$16	Cash
Eian Henry		\$16	Cash
Lucas Hutter	Mom	\$28	Cash
Caleb Johnson		\$16	Cash
Isabella Vasquez		\$16	Cash
Carlitos Camas	Mom	\$32	Cash
<b>Totals</b>			
16 Students	4 Chaperones, 2 Teachers	\$312	Cash

Field Trip Spread Sheet for Mrs. Connolly

Trip Location: Turtle Back Zoo

Date of Field Trip: May 26, 2026

Student Name	Chaperone	Amount Paid	Form of Payment
Averee Clarke	No	\$16.00	cash
Mariana Dos Santos	No	\$16.00	cash
Chayna Fleurmond	No	\$16.00	cash
Jeremy Guaman	No	\$16.00	cash
Samantha Herrera Abreu	Yes-Mom	\$32.00	cash
Isabella Jackson	No	\$16.00	cash
Journey Jones	No	\$16.00	cash
Avery Medina	Yes-Mom	\$32.00	cash
Camila Morales	Yes-Dad	\$32.00	cash
Jaylah Osanyinlusi	Yes-Mom	\$32.00	cash
Hamley Tejada Urena	No	\$16.00	cash
Kayla Thompson	No	\$16.00	cash
Tairrah Whych	No	\$16.00	cash
Madelyn Wiseltier	No	\$16.00	cash
Emilio Facey	No	\$16.00	cash
<b>Totals</b>			
15 students	4 chaperones	\$304.00	cash

Field Trip Spread Sheet for: \_\_\_\_\_ Lunique \_\_\_\_\_

Trip Location: Turtle Back Zoo

Date of Field Trip: May 26, 2026

Student Name	Chaperone	Amount Paid	Form of Payment
Anderson Albarado		\$16	cash
Chloe Lazo Valle		\$16	cash
Jacob Legree	Joelle Legree	\$32	cash
Logan Lerissant		\$16	cash
Julio Martinez-Lendos		\$16	cash
Amanda Mata Perez		\$16	cash
Angel Patel		\$16	cash
Hervena Phanord		\$16	cash
Camilla Powell-Muhammad	Katisha Powell	\$32	cash
Kalan Stockling		\$16	cash
Gabriella Tes	Joyce Del Rosario	\$32	cash
April Valentin	Ashley Rodriguez	\$32	cash
Aiden Virgo		\$16	cash
<b>Totals</b>			
13	4	\$272	

Field Trip Spread Sheet for: Mrs. Janine DaSilva

Trip Location: Turtle Back Zoo

Date of Field Trip: May 26, 2026

<b>Student Name</b>	<b>Chaperone</b>	<b>Amount Paid</b>	<b>Form of Payment</b>
Gabriella Abrantes		\$16	Cash
Olasubomi Adelaja		\$16	Cash
Carter Alves	Mom	\$32	Cash
Esther Dieuveille		\$16	Cash
Edwina Dotanta		\$16	Cash
Jacob Flores		\$16	Cash
Greggory Jackson	Mom	\$32	Cash
Alex Kanhai		\$16	Cash
London McNeil	Mom	\$32	Cash
Ivan Minaya		\$16	Cash
Ava Orafiya		\$16	Cash
Daryn Ramos		\$16	Cash
Nicholas Rodriguez		\$16	Cash
Cameron Saddler		Not Attending	
Matthew Sasieta		\$16	Cash
Everly Smith	Mom	\$32	Cash
Riley Smith		\$16	Cash
Aleksey Roboostoff	Mom	\$32	Cash
Olivia Vasquez		\$16	Cash
<b>Totals</b>			
<b><i>Students Attending</i></b>	<b><i>Chaperones</i></b>	<b><i>Total amount collected</i></b>	
18	5	\$368	

Field Trip Spread Sheet for: Jasmine Cherian

Trip Location: Turtle Back Zoo

Date of Field Trip: May 26, 2026

<b>Student Name</b>	<b>Chaperone</b>	<b>Amount Paid</b>	<b>Form of Payment</b>
Aiza Ali	N	\$16.00	Cash
Juliette Denny	N	\$16.00	Cash
Ifeanuli Duru	N	\$16.00	Cash
Shayyir Hicks	Yes - Ms. Behlin	\$32.00	Cash
Ava Maldonado	Yes - Ms. Grey	\$32.00	Cash
Brooke Obanye	N	\$16.00	Cash
Ella	N	\$16.00	Cash
Camila Quezada	N	\$16.00	Cash
Mayerlin Zuniga	N	\$16.00	Cash
Camila Melgar	N	\$16.00	Cash
Damali Sealey-Morgan	N	\$16.00	Cash
Briana Videira	Yes - Mrs. Videira	\$32.00	Cash
Gian Villegas	N	\$16.00	Cash
Desmond Tagheu	N	\$16.00	Cash
Selena Ramirez	Yes - Mr. Ramirez	\$32.00	Cash
<b>Totals</b>			
15	4	\$304.00	Cash