

TOWNSHIP OF UNION BOARD OF EDUCATION  
UNION, NEW JERSEY

FILE CODE 3453

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL: Luxington  
DEPARTMENT: Main Office  
VENDOR: Fourth Back Up

Date: 9-1  
Account: 2011  
Amount: \$1500.00

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):  
1<sup>ST</sup> Grade field Trip

In accordance with the Student Organization Fund-Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00.

NAME

SIGNATURE

Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.00.

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

Yolanda Koon, Business Administrator

Date

# ESSEX COUNTY TURTLE BACK



## ZOO GROUP TICKETS

Livingston Elementary (Union)  
Friday, May 1, 2026

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

Jennifer Markel  
960 Midland Boulevard Union NJ 07083 US  
+19084993972  
jmarkel@twpunionschools.org

Order Number: 65778876

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

### Setup

**LUNCHES:** Black wheelbarrows are available for you to carry your lunches up to the picnic area where you will find cubbies to store your lunches until you are ready to eat. We ask you to bring the wheelbarrows back to the bus area so that others may use them. We ask that you do not put your lunches on the tables until you are ready to eat so that the tables may be used by other groups. PLEASE NOTE THERE IS NO OUTSIDE FOOD PERMITTED **INSIDE** THE SAVANNA CAFÉ.

### 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.

## 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 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	100	15.00	1500.00
SUBTOTAL			1500.00
DISCOUNT			0.00
TOTAL			1500.00
DEPOSIT AMOUNT			225.00
DEPOSIT DUE ON			11/06/2025
FINAL BALANCE DUE			1500.00

Please sign below to secure your reservation for 05/01/2026 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!

09/15/2025

Jennifer Markel

Date

Authorized Representative - Signature

Jennifer Markel

Name of Organization

Authorized Representative - Print Name