



## 21<sup>st</sup> CCLC Field Trip Approval Form

This document must be completed for all field trips. Please submit this form to Michelle Cusey no less than 30 days before the intended date of the trip. Details of the expenses associated with this field trip must be provided in the Total Expense field. If you would like more information on field trip compliance, please contact Michelle Cusey.

Grantee Name: [Click here to enter text.](#)

Field Trip Date: [Click here to enter text.](#)

Site Name: [Click here to enter text.](#)

Requested By: [Click here to enter text.](#)

Destination: [Click here to enter text.](#)

Number of Students Participating: [Click here to enter text.](#)

Number of Staff Participating: [Click here to enter text.](#)

Number of Parents/Volunteers: [Click here to enter text.](#)

Cost per Student: [Click here to enter text.](#)

Cost per Adult: [Click here to enter text.](#)

Transportation Plans (including cost): [Click here to enter text.](#)

Total Expense: [Click here to enter text.](#)

When entering the Total Expense, include a breakdown of the cost of entrance fees, transportation costs and any additional costs associated with this field trip. **Example: \$300 for entrance to Zoo, \$250 transportation costs, and \$25 snacks, for an anticipated total of \$575.**

Describe how this trip intentionally supports a specific grant activity tied to one or more goal as outlined in your grant application. Be sure to list the specific goal/goals that this supports and describe how this trip will help you better meet those goal/goals: [Click here to enter text.](#)

### TO BE COMPLETED BY THE OPI 21<sup>ST</sup> CCLC STAFF

APPROVED

NOT APPROVED

\_\_\_\_\_  
Approved by (CDE Lead Consultant)

\_\_\_\_\_  
Date