**21st 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:**

**Requested By:**

**Field Trip Date:**

**Site Name:**

**Destination:**

**Number of Students Participating:**

**Number of Staff Participating:**

**Number of Parents/Volunteers:**

**Cost per Student:**

**Cost per Adult:**

**Transportation Plans (including cost):**

**Total Expense:**

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.**

**Rationale:**

(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.)

**TO BE COMPLETED BY THE OPI 21ST CCLC STAFF**

[ ]  APPROVED [ ]  NOT APPROVED

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| --- | --- | --- |
|  |  |  |
| 21st CCLC Program Manager  |  | Date |