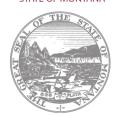
## Elsie Arntzen, Superintendent

PO Box 202501 Helena, MT 59620-2501 406.444.5643 In-State Toll-free: 1.888.231.9393 TTY Users: 406.444.0235 opi.mt.gov

Grantee Name:

## OFFICE OF PUBLIC INSTRUCTION STATE OF MONTANA





## 21st CCLC Field Trip Approval Form

This document must be completed for all field trips. Please submit this form to Katie no less than two weeks before the intended date of the trip. Details of the expenses associated with this field trip must be provided in the total expense field. It is also important to connect your rationale to one or more of the 21st CCLC grant goals. If you would like more information on field trip compliance, please contact Katie @ katie.wardisiani@mt.gov.

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. Admission to the escape room is \$10.00 a person, admission to the zoo is \$5.00 a person. Anticipated costs are \$450.00

21st CCLC Grant Goals: Check all that apply
21st CCLC students will show improvement in core academics.
21st CCLC programs will work collaboratively with students and families to foster positive relationships and promote youth development.
21st CCLC programs will provide high-quality operations to promote the active participation of students.
Rationale:  Describe how this trip intentionally supports a specific grant activity tied to one or mor 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 TEAM
□ APPROVED □ NOT APPROVED
21st CCI C Program Specialist Date