



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

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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 21<sup>st</sup> CCLC grant goals. If you would like more information on field trip compliance, please contact Katie @ [katie.wardisiani@mt.gov](mailto:katie.wardisiani@mt.gov).

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

**21<sup>st</sup> CCLC Grant Goals:** *Check all that apply*

\_\_\_\_\_ 21<sup>st</sup> CCLC students will show improvement in core academics.

\_\_\_\_\_ 21<sup>st</sup> CCLC programs will work collaboratively with students and families to foster positive relationships and promote youth development.

\_\_\_\_\_ 21<sup>st</sup> 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 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.*

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**TO BE COMPLETED BY THE OPI 21<sup>ST</sup> CCLC TEAM**

APPROVED       NOT APPROVED

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21<sup>st</sup> CCLC Program Specialist

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Date