



Field Trip Request Form

Nita M. Lowey 21st Century Community Learning Centers

FIELD TRIP REQUEST FORMS ARE REQUIRED FOR ALL OUT OF STATE AND OVERNIGHT FIELD TRIPS. THIS FORM IS NOT REQUIRED BUT RECOMMENDED FOR ALL OTHER FIELD TRIPS TO ENSURE ALLOWABILITY.

Submit this form to the SDE no less than 14 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 additional guidance on field trip compliance is needed, please contact the SDE Program Coordinator or Program Specialist for more information.

Subgrantee Name and Round:

Site Name(s):

Destination:

Field Trip Date(s):

Number of Students Attending:

Number of Staff Attending:

Number of Chaperones:

Cost per Student:

Cost per Adult:

Transportation Plans (including cost):

In a separate document please describe how this trip intentionally supports a specific grant activity tied to goals in your original grant application and/or to meet Statewide Objectives. Include curriculum, lesson plans, or a unit this field trip will enrich. How is this trip necessary and reasonable for programmatic purpose?

TOTAL EXPENSE

Description (ex: Personnel costs, transportation costs, entrance fees, food/snack costs)	Cost	In-Kind

Important: Submit this form along with attachments via email to sstrickler@sde.idaho.gov or hblackstone@sde.idaho.gov for review at least 14 days before the intended trip.

TO BE COMPLETED BY SDE 21ST CCLC STAFF

APPROVED

NOT APPROVED