**Virginia Department of Education  
Office of Program Administration and Accountability  
21st Century Community Learning Centers Grant**

**Field Trip Request Form**

To ensure compliance with state and federal laws, policies, and regulations, the Virginia Department of Education (VDOE) requires all 21st CCLC programs to request approval for any field trip supported by 21st CCLC funds. This form must be submitted to the VDOE as soon as field trips are planned but no later than 30 calendar days prior to a proposed field trip. No 21st CCLC funds should be expended for the field trip prior to approval. The VDOE 21st CCLC specialist will communicate via e-mail with the trip requestor regarding any questions/concerns and denial/approval status.

|  |  |  |
| --- | --- | --- |
| School Division/Grantee: | Name of Requestor:  E-mail: | Date of Request: |
| Site/School : | Date(s) of Field Trip: | Field Trip Destination: |
| Estimated # of student participants: | Estimated # of adult participants: | Transportation provided by (circle one):  School Division or Charter bus |
| Grade-level of participants: | Time of Departure: | Time of Return: |

**Please provide the following details about this field trip:**  
(Field trips are allowable when directly related to educational enrichment and are designed to meet program objectives. Field Trips without clearly-demonstrated educational value are not allowable for 21st CCLC programs. Please refer to page 6 of the VDOE 21st CCLC Administrative Handbook for guidance on field trip allowability.)

|  |  |  |  |
| --- | --- | --- | --- |
| Approved goals and objectives addressed | Trip activities linked to goals/objectives | How will educational value be evidenced? (e.g., lesson plans) | Pre/post-trip activities linked to learning |
|  |  |  |  |

**Provide an itinerary for the proposed field trip:**  
(Federal regulations prohibit 21st CCLC field trips that occur during the regular school day.)

|  |  |  |
| --- | --- | --- |
| Date | Time | Activity |
|  |  |  |

**Provide the itemized budget below:**  
(The proposed cost must be necessary, reasonable, and consistent with state and federal laws, policies, and regulations.)

|  |  |
| --- | --- |
| Item (e.g., admission fees, transportation, staffing) | Cost |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Request | $ |

This field trip request form should be submitted electronically to the assigned VDOE 21st CCLC specialist. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be Completed by VDOE specialist

Approved  Not Approved Date:

|  |
| --- |
| Comments: |

Name of Specialist:

Dawn Dill  Michael Courtney  Marsha Granderson