**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 program coordinators to request approval for any field trip supported by 21st CCLC funds.

* Form must be submitted electronically to the VDOE 21st CCLC no later than **30 calendar days** prior to a proposed field trip.
* 21st CCLC funds should not be expended for the trip prior to approval.
* VDOE 21st CCLC specialist will communicate via email with the requestor regarding questions or concerns and denial or approval status.

|  |  |  |
| --- | --- | --- |
| School Division/Grantee: | Name of Requestor/Title:Email: | Date of Request: |
| Site/School: | Date(s) of Field Trip: | Field Trip Destination: |
| Estimated number of student participants: | Estimated number of staff participants: |  Estimated number of volunteer adult participants: |
| Grade level of participants: | Time of Departure: | Time of Return: |
| Transportation provided by (check one): | [ ]  School Division [ ]  Charter Bus [ ]  Other:\_\_\_\_\_\_\_\_\_ |

 **Allowable Trips**

Field trips are allowable when directly related to educational enrichment and are designed to meet program objectives. Trips without clearly-demonstrated educational value are not allowable for 21st CCLC programs. Refer to page 6 of the VDOE 21st CCLC Administrative Handbook for guidance on allowable activities. The handbook is located at the 21st CCLC web site (<http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml>) under the Resources menu.

**Trip Information**

|  |
| --- |
| Describe the purpose of the activity and how it supports the grant’s objectives. |
|  |
| Provide the Virginia Standards of Learning connected to this activity. |
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| Describe the instructional activities that will occur prior to the field trip to prepare students for the experience. |
|  |
| Describe the activities that will occur following the field trip to augment the learning experience. |
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**Itinerary**

(Federal regulations prohibit 21st CCLC field trips that occur during regular school day hours.)

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

**Itemized Budget**

(Cost must be necessary, reasonable, and consistent with state and federal laws, policies, and regulations.)

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

|  |
| --- |
| Comments |
|  |

To be completed by VDOE specialist:

[ ]  Approved [ ]  Not Approved Date:

Specialist:

[ ]  Michael Courtney [ ]  Dawn Dill [ ]  Marsha Granderson