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

**Field Trip Request Form**

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 the VDOE 21st CCLC Administrative Handbook for guidance on allowable activities. 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.
* Budgeted items must be necessary, reasonable, and consistent with state and federal laws, policies, and regulations.
* VDOE 21st CCLC specialist will communicate via email with the requestor regarding questions or concerns and denial or approval status.

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| --- | --- | --- | --- |
| 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:\_\_\_\_\_\_\_\_\_ | |

**Itemized Budget**

Provide calculations when appropriate (e.g., admission fees: $25 x 20 students and staff.)

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

**To be completed by VDOE specialist**

Approved  Not Approved

Specialist signature and date of approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Trip Information**

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| --- |
| 1. Describe the activities the students will participate in during the field trip. |
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| 1. Provide the grant objectives this trip supports. |
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| 1. Provide the Virginia Standards of Learning connected to this activity. |
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| 1. Describe the instructional activities that will occur prior to the field trip to prepare students for the experience. |
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| 1. 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 |
|  |  |  |

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| --- |
| Comments |
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