**21st CCLC Field Trip Approval Form**

This document must be completed for all field trips using 21st CCLC or E2 OST funds. Field trips must be educational in nature and must intentionally support a specific grant activity tied to one or more State Performance Measures outlined in your approved grant application. Please submit this form to your assigned Lead Consultant no less than 30 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 you would like more information on field trip compliance, please contact your assigned consultant.

Subgrantee Name: Center/Site Name:

Requested By: Field Trip Date:

Destination: Duration:

Number of Students Participating: Cost per Student:

Number of Staff Participating: Cost per Adult:

Number of Parents/Volunteers:

Transportation Plans (Include detailed formula used to determine total transportation cost):

Total Expense (Include detailed formula used to determine total cost of the field trip including: cost per student, cost per adult, total transportation costs, and any additional costs associated with this field trip. Example: $600 = $300 entrance fee for students + $25 entrance fees for adults + $250 transportation + $25 snacks.)

Field trips funded by 21st CCLC or E2 OST must be aligned with approved programming and support the program’s achievement of approved goals and objectives. Copy and paste the State Performance Measure/s that this field trip supports below.

Describe how this field trip aligns with approved programming and intentionally supports the achievement of programmatic goals outlined in the selected State Performance Measure/s.

Save this file using the following conventions: date of field trip\_subgrantee\_center or site name\_field trip destination

Example: 2.21.23\_DPS\_Valverde\_Colorado History Museum

**TO BE COMPLETED BY CDE 21ST CCLC STAFF**

[ ]  APPROVED [ ]  NOT APPROVED

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| Approved by (CDE Lead Consultant) |  | Date |