

## Field Trip Request Form

Please submit this form to the 21<sup>st</sup> CCLC Administrative Team at least 30 calendar days prior to the date of a proposed field trip. For additional information and answers to frequently asked questions, please review the 21<sup>st</sup> CCLC Administrative Team's technical assistance paper on field trips.

21 <sup>st</sup> CCLC Project Information	
Agency:	
Project Number:	
Total Funding Amount:	

Field Trip Information			
Destination:			
Date of trip:			
Departure time:		Return time:	
Indicate the schools to be served on this trip and the grades of students participating.			
School Name	Grade Levels		
Are all 21 <sup>st</sup> CCLC participants invited to attend the field trip?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If "No" why?			

Description of Field Trip
<i>Educational field trips are allowable when directly related to a lesson, as part of academic instruction, and necessary to meet program objectives. Field trips without clearly demonstrated educational value are not allowable for 21<sup>st</sup> CCLC programs.</i>
<b>What is the purpose of this field trip?</b> Provide the lesson or standard(s) addressed by attending the field trip.
<b>How is this field trip necessary to meet program objectives?</b> Provide the objective(s) from <b>the approved application</b> that is/are associated with this field trip.
<b>How will educational value be evidenced?</b> (e.g., lesson plans, pre/post activities) Attach all curriculum and educational materials associated with this trip.

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**Provide a detailed itinerary for the proposed field trip.** Add as many rows as necessary to clearly outline the field trip itinerary. *Please note that federal regulations prohibit 21<sup>st</sup> CCLC field trips that occur during the regular school day or during non-21<sup>st</sup> CCLC hours.*

Date	Time	Activity

Student to Staff Ratio		
Indicators	Total	
<b>21<sup>st</sup> CCLC Student Participants</b>	_____	
<b>Total Number Adults</b>	_____	
21 <sup>st</sup> CCLC Certified Teachers	_____	
Other 21 <sup>st</sup> CCLC Staff	_____	
21 <sup>st</sup> CCLC Adult Family Member Chaperones	_____	
Unpaid Adult Volunteers	_____	
<b>Total Number of Students / Total Number Adults</b>	_____	
<b>What is the 21<sup>st</sup> CCLC program’s proposed student to staff ratio?</b>	_____	
<input type="checkbox"/>	<b>Programs meets or exceeds its proposed student to staff ratio</b>	

*The proposed cost of the field trip must be necessary, reasonable, allocable, and consistent with laws, policies, and regulations.*

Costs and Additional Details		
	Cost per Attendee	Total
Cost of Transportation		
Cost of Student Tickets		
Cost of Staff and Volunteer Tickets		
Other cost related to the 21 <sup>st</sup> CCLC program (please itemize)		
<b>Total Costs Charged to the 21<sup>st</sup> CCLC Program</b>		

*Field trip expenditures are for the exclusive use of 21<sup>st</sup> CCLC participants. There are times that agencies design field trips with other programs that are not exclusive to the 21<sup>st</sup> CCLC programs. In this instance, all 21<sup>st</sup> CCLC expenditures should be kept separate from other program expenditures.*

Non-21st CCLC Students	
Will the field trip be attended by non-21 <sup>st</sup> CCLC students?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If “Yes,” how many non-21 <sup>st</sup> CCLC students will be in attendance?	_____
How will the subrecipient ensure that all costs are allocable to the 21 <sup>st</sup> CCLC program?	

The below checklist is designed to help the subrecipient determine the allowability of this proposed field trip destination.

### Allowability Checklist

<input type="checkbox"/>	The vendor will provide the subrecipient a refund for all excess tickets purchased.
<input type="checkbox"/>	All tickets for the field trip will be purchased through the educational office/program.
<input type="checkbox"/>	A cost analysis was conducted for the field trip.
<input type="checkbox"/>	The field trip is scheduled during 21 <sup>st</sup> CCLC program times as indicated on the site profile worksheet.
<input type="checkbox"/>	Field trip costs meet the necessary, reasonable, allocable requirements, and are consistent with laws, policies, and regulations of the 21 <sup>st</sup> CCLC program.
<input type="checkbox"/>	All costs associated with the field trip are for the sole purpose of meeting the 21 <sup>st</sup> CCLC objectives, and not for the benefit of another program.
<input type="checkbox"/>	If 21 <sup>st</sup> CCLC funds were not available, this field trip would not occur (supplement not supplant)/allocable).
<input type="checkbox"/>	The field trip is directly related to the identified educational needs of participating students and meets the goals and objectives of the 21 <sup>st</sup> CCLC program as identified in the approved program application. This field trip is likely to positively and measurably impact the program goals and objectives and ultimately increase student growth and achievement. This field trip is directly related to a lesson, as part of the program's academic instruction, and necessary to meet program objectives. <i>Field trips without clearly demonstrated educational value are not allowable for 21<sup>st</sup> CCLC programs.</i>
<input type="checkbox"/>	The field trip is not for entertainment or recreational purposes. <i>Activities that are considered to be for entertainment purposes are prohibited, e.g, bowling, skating, or movie attendance, regardless if a lesson plan is provided. Overnight field trips including retreats and lock-ins are not allowable. Field trips during the regular school day are also prohibited as they are not allocable to the 21<sup>st</sup> CCLC program time. Field trips that do not relate to the goals and objectives of the program are also considered entertainment, and thus, not allowable.</i>
<input type="checkbox"/>	This field trip will not occur at theme parks or amusement parks. <i>While there are no explicit regulations against taking a field trip to an amusement park, there are significant concerns regarding the associated costs being reasonable, necessary and allocable. Typically, field trips to these destinations are considered entertainment, and there is a considerable burden of proof to document that these trips are primarily for educational purposes. In practice, these trips involve an academic or enrichment component that lasts a small amount of time, and the majority of the time is spent partaking in the attractions available at the park. As a result, this would make the trip entertainment, and therefore, not allowable.</i>
<input type="checkbox"/>	Field trip is designed to include pre-, during-, and post-educational activities.
<input type="checkbox"/>	This field trip will not occur overnight.
<input type="checkbox"/>	The field trip is in-state or the program has pre-approval from the FDOE 21 <sup>st</sup> CCLC State Director to travel out-of-state
<input type="checkbox"/>	The program will maintain the following documents: <ul style="list-style-type: none"> <li>• Project name and number</li> <li>• Trip information (destination, grade level(s) of students attending, date of trip, departure time, and return time)</li> <li>• A list of all students, staff, and chaperones, including their title (i.e., teacher, parent, volunteer, paraprofessional)</li> <li>• Description of the field trip (goal, objective, evidence of educational value, lesson plan(s), pre-activities, activities during the field trip and post-activities)</li> <li>• Detailed itinerary of the field trip</li> <li>• Itemized costs for the field trip (admission fees, transportation costs, staffing costs)</li> <li>• Invoices for all field trip and expenditures</li> <li>• Sign-in/out attendance sheets for the day of program attendance</li> </ul>

<input type="checkbox"/>	This field trip will be facilitated by a certified teacher in order to make connections with the pre-, during-, and post- educational activities.
<input type="checkbox"/>	Food costs are not included in 21 <sup>st</sup> CCLC field trip expenses. This includes any meals or meal packages that may be offered at the field trip destination or included in the admission ticket price. If the vendor does not allow admission tickets to be purchased without including a price for food, then the subrecipient should consider a different field trip activity or location.
<input type="checkbox"/>	Sufficient funds have been allocated for this field trip in the current approved budget.
<input type="checkbox"/>	The program will not charge or request fees from students and/or their families to pay for any costs associated with the field trip.

I have read and reviewed the information submitted on this form and support the field trip being proposed by the 21<sup>st</sup> CCLC program. I understand that the field trip must have educational value and address the goals and objectives of the 21<sup>st</sup> CCLC program as identified on this form. I further understand that an accurate listing of participating students and chaperones must be created, stored and made available during future monitoring procedures.

\_\_\_\_\_

*Project Director/  
Authorized Representative (Printed Name)*

\_\_\_\_\_

*Title*

\_\_\_\_\_

*Project Director/  
Authorized Representative (Signature)*

\_\_\_\_\_

*Date*

**21<sup>st</sup> CCLC Administrative Team Use Only**

Does this proposed field trip appear to meet the requirements of the 21<sup>st</sup> CCLC program?  
 Yes  No

If this field trip is not allowable, indicate the rationale below.

\_\_\_\_\_

*Program Development Specialist (Printed Name)*

\_\_\_\_\_

*Program Development Specialist (Signature)*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Monitoring and Compliance Specialist (Printed Name)*

\_\_\_\_\_

*Monitoring and Compliance Specialist (Signature)*

\_\_\_\_\_

*Date*

*Please note that approval of this form is not a guarantee of allowability of this field trip. Many factors determine whether an expenditure is allowable. The purpose of this document is to assist subrecipients in compliance with the 21<sup>st</sup> CCLC requirements. If you have any questions, please contact your assigned 21<sup>st</sup> CCLC Program Development Specialist.*