

NH Department of Education (NHDOE)
Nita M. Lowey 21st Century Community Learning Centers (21st CCLC)



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 NH 21st CCLC Grantee Guidance Document for guidance on allowable activities. To ensure compliance with state and federal laws, policies, and regulations, the NHDOE requires all 21st CCLC programs to request approval for any field trip supported by 21st CCLC funds.

- Form must be submitted to the 21st CCLC Office 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.
- The NHDOE 21st CCLC Program Specialist will communicate via email with the requestor regarding questions or concerns and denial or approval status.
- Federal regulations prohibit 21st CCLC field trips that occur during regular school day hours.
- Out-of-State field trips need approval from the Superintendent and submitted with this form.

School District/Grantee:	Name of Requestor/Title:	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):		
<input type="checkbox"/> School District <input type="checkbox"/> Charter Bus <input type="checkbox"/> Other: _____		

Itinerary

Time	Activity

Itemized Budget

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

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

Trip Information

<p>1. Describe the activities the students will participate in during the field trip.</p>
<p>2. Provide the relevance of the field trip to a learning objective.</p>
<p>3. Describe the instructional activities that will occur prior to the field trip to prepare students for the experience.</p>
<p>4. Describe the activities that will occur following the field trip to augment the learning experience.</p>
<p>5. Provide how the trip's educational value will be assessed upon completion of the trip and the outcomes to be anticipated.</p>

Additional comments:

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Program Director Signature

Superintendent Signature (If Out of State)

To be completed by NHDOE 21st CCLC State Office

Approved

Not Approved

21st CCLC Program Specialist Signature

21st CCLC State Director Signature