

FIELD TRIP APPROVAL FORM – FREQUENTLY ASKED QUESTIONS

Q: When is it necessary to submit a field trip approval form?

A: A field trip approval form should be submitted when your budget doesn't specifically state where you will be going on the field trip and/or it isn't in your approved budget. For example, if your budget states that you will be taking students to visit 10 college visits throughout the school year but it doesn't specifically say what colleges, an approval form is required.

Q: Is a budget revision required for a field trip?

A: It depends. If the field trip is not in your budget at all, you will need to answer NO to the last question on the Field Trip Approval Form and explain how you will fund the activity. We will determine if a budget revision is required based on the response.

Q: How do I submit the field trip approval form?

A: A field trip approval form should be submitted via our website at: <http://www.gearup.wa.gov/webform/field-trip-approval-form>

Q: Should I submit a field trip approval form if I have approval in my budget for a particular college/career visit, but I replace it with another?

A: Yes, submit a field trip approval form if you are replacing it with another college/career visit, as this needs to be noted in your budget.

Q: When should a field trip approval form be submitted?

A: A field trip approval form should be submitted at least 10 days prior to any field trip using GEAR UP funds.

Q: When will I receive notification that my field trip has been approved or denied?

A: An approval or denial will be emailed out within 72 hours.

Q: When can I pay for non-GEAR UP student expenses for field trips?

A: It depends. In general, non-GEAR UP student expenses must be covered by another funding source.
Cohort Schools: GEAR UP cannot pay for any non-GEAR UP student expenses. This includes all meals, lodging, related chaperone expenses, and any other fees. If non-GEAR UP students attend a field trip, their expenses must be covered by another funding source. If non-GEAR UP students attend, the transportation costs must be prorated according to GEAR UP/non-GEAR UP participation. Chaperone expenses will be paid at 1:10 ratio, unless the school has a policy requiring a lower ratio.
Priority Schools: GEAR UP cannot pay for any non-GEAR UP student expenses. This includes all meals, lodging, related chaperone expenses, and any other fees. Sometimes, transportation can be paid for by GEAR UP, but it depends on the proportion of non-GEAR UP students attending. In general, if more than half of the students are GEAR UP, and taking additional students did not increase the transportation expense, GEAR UP will reimburse the full amount. Chaperone expenses will be paid at 1:10 ratio, unless the school has a policy requiring a lower ratio.

Q: Are recreational activities, such as ice skating, rock climbing or swimming, allowed on field trips?

A: In order to keep students positively engaged on field trips, recreational activities are only allowed if the activity is offered on the college campus and must be preapproved by GEAR UP. Recreational activities are only allowed on overnight field trips not day trips.

Q: What are the requirements for a college visit?

College visits – if they do not include the basic requirements, they will not be approved.

- ❑ Financial Aid, Admissions, Student Support Services, current student perspective are the minimum requirements.
- ❑ Time in a college class, or time with a professor/instructor is optional but highly recommended.
- ❑ Work with the college admissions office/student visitation program to provide a quality experience for our students.
- ❑ Use Beth's resource guide to help you plan.
http://gearup.wa.gov/sites/default/files/resources/getting_ready_for_campus_visits.pdf

Q: Am I required to submit an agenda for field trip approval?

You must submit an agenda for all field trips when you submit the Field Trip Approval form from the website <http://gearup.wa.gov/webform/field-trip-approval-form> . A sample agenda is available on page 29 of this section of the Coordinator Manual, http://www.gearup.wa.gov/sites/default/files/resources/section6additionalformsresources_0.pdf .

For trips that do not require the Field Trip Approval (i.e., those already detailed in your work plan and budget) you must submit an agenda to Marcie Sample for approval, marcies@wsac.wa.gov.

Field trip agendas must be detailed, include the time estimates for each activity, and the detailed activities. Again, the sample agenda link above will provide guidance for this.

This document is meant for general guidance only. If you have specific questions about field trips, please contact Lori Vani at 360-753-7789 or loriv@wsac.wa.gov.