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

**A**: A field trip itinerary form must be submitted to Kelly Keeney at kellyk@wsac.wa.gov at least ten days before the event for all trips. The Itinerary Form can be accessed from the online coordinator’s manual or by clicking on this link: <https://gearup.wa.gov/file/field-trip-itinerary-form>. Additional instructions are detailed on the form.

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

**A:** It depends. If the field trip is not in your budget, you will need to answer NO to the budget/plan question on the Field Trip Approval Form and explain how you will fund the activity. You must also submit a Work Plan and Budget Revision Request Form before the activity and approval.

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

**A:** An approval or denial will usually be emailed to the requester within 72 hours. If you do not hear from someone by this time, please email Kelly Keeney at kellyk@wsac.wa.gov.

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

**A:** It depends. In general, another funding source must cover non-GEAR UP student expenses.

*Cohort Schools:* GEAR UP cannot pay for non-GEAR UP student expenses. This includes all meals, lodging, related chaperone expenses, and other fees. If non-GEAR UP students attend a field trip, their costs must be covered by another funding source. If a majority of 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 a 1:10 ratio unless the school has a policy requiring a lower ratio. (Revised July 2019.)

*Priority Schools:* GEAR UP cannot pay for non-GEAR UP student expenses. This includes all meals, lodging, related chaperone expenses, and 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 total amount. Chaperone expenses will be paid at a 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.** Recreational activities are only allowed if the activity is offered in conjunction with a comprehensive college campus visit and the activity is a campus-based opportunity. Recreational activities are only allowed with prior approval; please include them on the field trip itinerary submitted with the Field Trip Approval Form. (Revised July 2019.)

Q: What are the requirements for a college visit?

**A:** College visits – if they do not include the basic requirements, they will not be approved.Use our college visit benchmarks and resource guide to help you plan. <https://gearup.wa.gov/educators/washington-state-gear-resources/campus-visits>

Q: How do you enter family college visits in the portal?

**A:** If you plan a family college visit (the intention is to take family members on a college visit, with or without students), then the entire activity (students and families) is entered as “Family College Visit.”

If you plan a student college visit (the intention is to take students and hopefully parents as chaperones), enter it as a student activity, then enter the 2nd activity for the parents.

Q: May GEAR UP staff chaperone non-GEAR UP field trips?

**A:** GEAR UP staff may occasionally chaperone a non-GEAR UP field trip if the students are GEAR UP students, and it is only an occasional event.

GEAR UP staff time in this activity should be limited but is allowed because it is an excellent time to build relationships with our GEAR UP students.  This activity is not entered in the portal if GEAR UP doesn’t plan, organize, facilitate, and pay for the field trip.

GEAR UP staff may not chaperone field trips for only non-GEAR UP students unless another funding source pays them for their time.

Q: Does field trip chaperone time count as a match?

**A:** Teachers: No, if the field trip is during the contract day. Yes, for any time that is outside the contract day.

Parents: No, if they are there on behalf of their student only. Yes, if they are there to supervise/support all students.

GEAR UP paid staff: No, if they are being paid by GEAR UP for their time. Yes, if there is any time on the trip that they are not being paid – that time only can count as match.

Classified Staff: Yes, all of the time on the field trip counts as match.

***Exception: You cannot count sleep time as a match for overnight trips.***

Q: Will GEAR UP pay for breakfast on overnight field trips?

**A:** GEAR UP will not pay for breakfast if the hotel provides a hot breakfast. However, if it is a continental breakfast (cold items only), breakfast is an allowable expense.

**Questions?**

* Marcie Mills, Program Oversight, Lead Liaison for School Partnerships, Work Plan, Budget Planning & Implementation, Compliance Monitoring, and Program Evaluation
	+ 360-485-1065 | marciem@wsac.wa.gov
* Kelly Keeney, Event Planning Logistics, WSAC Portal Assistance, Data Collection & Reporting Compliance
	+ 360-485-1200 | kellyk@wsac.wa.gov
* Feather Wagner, A19 Reimbursement Process and Match, Expenditure Allowability & Documentation, Division Budget Planning and Tracking
	+ 360-485-1067 | featherw@wsac.wa.gov
* Annie Pocklington, Summer Camp Lead, Postsecondary Partnership Development, and 7th-Year Transition Program.
	+ 360-485-1064 | [anniep@wsac.wa.gov](http://anniep@wsac.wa.gov/)