

Directions:

1. WSAC pre-approval is required for all field trips.
2. Field Trip Approval Forms are submitted 10 days in advance of the activity electronically at: <https://survey.alchemer.com/s3/6593318/WA-State-GEAR-UP-Field-Trip-Approval-Form>
3. Forms will be reviewed within 5 days. A response will be sent to the person who submitted the request.
4. All field trip activities must be entered in the portal within 10 days of the trip.
5. Expenses will be reimbursed when the portal entries are complete and all documentation is submitted.

Trip Information

Today's Date

School Name

Name of Person Completing this Form

Email

Name of Field Trip: (Refer to Work Plan/Budget Plan for correct Activity Name):

Date of Field Trip (MM/DD/YYYY)

Planned Departure Time From School:

Planned Return Time To School:

Who will be attending this Field Trip? (Check all that Apply)

- ☐ 7th Grade Students
- ☐ 8th Grade Students
- ☐ 9th Grade Students
- ☐ 10th Grade Students
- ☐ 11th Grade Students
- ☐ 12th Grade Students

Number of GEAR UP Students expected to attend?

Number of non-GEAR UP Students expected to attend?

Activity Type for Trip (Refer to the Work Plan/Budget Plan for correct Activity Type)

- ☐ College Visit
- ☐ Job Site Visit/Job Shadow
- ☐ Educational Field Trip – Social Studies



WASHINGTON STATE

FIELD TRIP APPROVAL FORM

- ☐ Educational Field Trip – Science
- ☐ Educational Field Trip – English/Language Arts
- ☐ Educational Field Trip – Math
- ☐ Educational Field Trip - Other
- ☐ Financial Aid Counseling/Advising
- ☐ Student Workshop (An activity that is provided by another entity or institution for which the agenda is created by that entity.)
- ☐ Summer Programs –Academic Enrichment
- ☐ Summer Programs – Remedial Services
- ☐ Tests/Test Preparation
- ☐ 7th Year Transition Services

Agenda

Provide a detailed itinerary that includes depart and return times. The itinerary must be specific and include all activities. (attach agenda option)

Expenses: (Choose one)

- ☐ Our GEAR UP approved budget & work plan includes a line item and budget capacity for this field trip.
- ☐ Our GU approved budget & work plan does not include a line item and/or budget capacity for this field trip. I will submit a budge & work plan revision prior to the trip for approval.

The following expenses will be incurred for this trip (Check all that apply).

- ☐ Meals
- ☐ Lodging
- ☐ Transportation
- ☐ Registration or other fees

Other (Explain):