

WA State GEAR UP

FAQs - Field Trip & College Visit



Student Field Trip & College Visits FAQs	
Q. When is it necessary to submit a field trip itinerary form?	A. For all off-campus trips, a field trip itinerary form must be submitted to Kelly Keeney at kellyk@wsac.wa.gov at least ten days before the event. The Itinerary Form can be accessed from the Grant Management Manual, www.gearup.wa.gov . Additional instructions are detailed on the form.
Q. When will I receive notification that my field trip has been approved or denied?	A: The requester will receive an approval or denial email within 72 hours. If you do not hear from someone by then, email Kelly Keeney at kellyk@wsac.wa.gov .
Q. Is a budget revision required for a field trip?	A. It depends. If the field trip is not in your budget, you must answer NO to the budget/plan question on the Field Trip Approval Form and explain how you will fund the activity. You must submit a Work Plan and Budget Revision Request Form before the activity and approval.
Q. Are out-of-state field trips allowed?	A. College visits to Washington, Oregon, and Idaho campuses are allowable. No other out-of-state field trips or college visits are allowed.
Q. Are recreational activities like ice skating, rock climbing, or swimming allowed on a field trip?	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. They must also be detailed in the Work Plan and Budget.
Q. Will GEAR UP pay for lodging on overnight field trips?	A. Lodging reimbursement is limited to visits at least 100 miles away from home and/or for multi-day events on campus. Lodging is limited to state per diem rates. Room sharing is encouraged, and district policies must be followed.
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.
Q. Can 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, and if the trip supports GEAR UP goals.
Q. Does field trip chaperone time count as match?	<p>A: Teachers: No if the field trip is during the contract day. Yes, for any time outside the contract day.</p> <p>Parents: No, if they are there on behalf of their student only. Yes, if they are there to supervise/support all students.</p> <p>GEAR UP paid staff: No if GEAR UP pays them for their time. Yes, if there is any time on the trip that they are not being paid—that time only can count as a match.</p> <p>Classified Staff: All the time on the field trip counts as match.</p>

Family College Visit FAQs

GEAR UP will support family college visits and attendance at campus orientations, welcome events, and other campus-hosted student events. GEAR UP will support the costs noted below for the student and one family member or guardian.

Q. Ensuring Equity:	A. Schools must have a process for all eligible students to request support for family campus visits. The process shall include at least the GEAR UP Coordinator and one building administrator involved in prioritizing students based on financial need and determining who will receive support based on the available resources.
Q. Who can attend a family college visit?	A. GEAR UP will fund the student and one adult family member. Other participants must pay their expenses.
Q. Are out-of-state college visits allowed?	A. College visits to Washington, Oregon, and Idaho campuses are allowable. No other out-of-state field trips or college visits are allowed.
Q. Will GEAR UP pay for registration costs for a family member(s)?	A. If there is a registration fee to attend the event, GEAR UP may pay for the fee IF it is in the approved Work Plan and Budget to do so. However, if the school allows the fee to be deferred until financial aid is received, GEAR UP will not pay the fee.
Q. Will GEAR UP pay for lodging costs for a family member(s)?	A. Lodging reimbursement is limited visits at least 100 miles away from home and/or for multi-day events on campus. Lodging is limited to state per diem rates, and families are expected to share a room.
Q. Will GEAR UP pay for meals during a family college visit?	A. Families (student and one adult) may be given meal money equal to the field trip cash allowance for students. Cash Meal Allowance Form. Like staff travel, meals will be reimbursed based on departure and return times. See Travel Guidance for details.
Q. Will GEAR UP pay family transportation costs to and from a college visit?	A. Families may receive a fuel card or a stipend based on the following calculation. Documentation required: Google Directions Mileage Estimate. (Round Trip Miles /20) x \$4.00 = Cost of Fuel Example: (140 miles/20) x \$4.00 = \$28.00
Q. Are there costs GEAR UP won't pay for?	A. Airfare or any related costs like airport parking, rental cars, and any expenses for additional family members if traveling with the students.