

# WA State GEAR UP Field Trip Itinerary

## Directions:

1. Complete this form, then attach it to the portal entry for this field trip once complete.
2. You must submit an itinerary for all field trips and college visits before reimbursement.

## Field Trip Information:

<b>School Name:</b>			<b>Supervising Staff Name(s):</b>		
<b>Field Trip Description:</b>	<input type="checkbox"/> College Visit <input type="checkbox"/> College/Career Fair <input type="checkbox"/> Job Site Visit <input type="checkbox"/> Other _____				
<b>Field Trip Location:</b>					
<b>School Departure:</b>	Date: _____ Time: _____				
<b>Return to School:</b>	Date: _____ Time: _____				
<b># of Students Traveling:</b>				<b># of Staff Traveling:</b>	
<b>Participating Grades:</b>	<input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12				
<b>Meals Provided:</b>	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snacks <input type="checkbox"/> Dinner				
<b>Itinerary</b>	<b>Please complete this section OR attach an itinerary that includes all the information.</b>				
<b>Site Arrival Time:</b>					
	<b>Activity Description</b>				
Activity 1:					
Activity 2:					
Activity 3:					
Activity 4:					
Activity 5:					
<b>Departure Time:</b>					