

# WA State GEAR UP Field Trip Itinerary



**Directions:**

1. WSAC requires pre-approval for all field trips and college visits.
2. Complete this Field Trip Itinerary Form and submit it via Box at least ten days before the activity.
3. WSAC will review itineraries within 72 hours and respond to the person who submitted the request.
4. Your Work Plan and Budget must include the activity. If it does not, submit a Work Plan and Budget Revision Request Form. The revision must be approved before the field trip takes place.

**Field Trip Information:**

<b>School Name:</b>		<b>Supervising Staff Name:</b>	
<b>Field Trip Location:</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>Is this Field Trip/College Visit in your Work Plan?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No, and I must revise my work plan before this trip can be approved.		
<b>School Departure:</b>	Date of Departure: _____ Time of Departure: _____		
<b>Return to School:</b>	Date of Return: _____ Time of Return: _____		
<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 to be Provided:</b>	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snacks <input type="checkbox"/> Dinner		
<b>Itinerary:</b>	<b>Activity Time To/From:</b>	<b>Activity/Location:</b>	
<b>Site Arrival Time:</b>			
Activity 1:			
Activity 2:			
Activity 3:			
Activity 4:			
Activity 5:			
<b>Departure Time:</b>			