

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:

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