**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:** | School Day High School | **Supervising Staff Name:** | Molly Smith |

|  |  |
| --- | --- |
| **Field Trip Location:** | University of Washington  |
| **Field Trip Description:** | [x] College Visit [ ] College/Career Fair [ ] Job Site Visit [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Is this Field Trip/College Visit in your Work Plan?** | [x] Yes [ ] No, and I must revise my work plan before this trip can be approved. |
| **School Departure:** | Date of Departure: \_\_\_\_1/6/25\_\_\_\_\_\_ Time of Departure: \_8:00 AM\_\_\_\_ |
| **Return to School:** | Date of Return: \_\_\_1/6/25\_\_\_\_\_\_\_\_ Time of Return: \_\_4:30 PM\_\_\_\_\_\_\_ |
| **# of Students Traveling:**  |  40 | **# of Staff Traveling:** | 3 |
| **Participating Grades:** | [ ] 7 [ ] 8 [x] 9 [x] 10 [ ] 11 [ ] 12 |
| **Meals to be Provided:** | [ ] Breakfast [x] Lunch [ ] Snacks [ ] Dinner |
| **Itinerary:** | **Activity Time To/From:** | **Activity/Location:** |
| **Site Arrival Time:** | 9:50 a.m. | Students arrive at check arrive on campus |
| Activity 1: | 10-11 a.m. | Campus Tour – Academic bldgs., library, SUB, Res Halls, etc. |
| Activity 2: | 11AM-12PM | Admissions & Financial Aid Presentation |
| Activity 3: | 12 – 12:30 PM | Lunch on Campus |
| Activity 4: | 12:30 – 1:00  | Support Services Presentation (tutoring/health/disability, etc) |
| Activity 5: | 1PM – 3:00 | Classroom sessions |
| **Departure Time**: | 3:15 PM |