

# 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>	School Day High School	<b>Supervising Staff Name:</b>	Molly Smith
<b>Field Trip Location:</b>	University of Washington		
<b>Field Trip Description:</b>	<input checked="" 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 _____		
<b>Is this Field Trip/College Visit in your Work Plan?</b>	<input checked="" 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: 1/6/2025 Time of Departure: 8:00 AM		
<b>Return to School:</b>	Date of Return: 1/6/2025 Time of Return 4:30 PM		
<b>Number of Students Traveling:</b>	40	<b>Number of Staff Traveling:</b>	3
<b>Meals to be Provided:</b>	<input type="checkbox"/> Breakfast <input checked="" 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>	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	
<b>Departure Time:</b>	3:15 PM	Students Depart Campus.	