

WA State GEAR UP Field Trip Itinerary



Directions:

1. You must submit an itinerary for all field trips and college visits.
2. Complete this form, then attach it to the portal entry for this field trip 10 days before the departure.
3. If this field trip is **not** already included in your work plan, please be sure to communicate with the associate director during your weekly check-ins. They can make the necessary updates to align this field trip with the activity entry in the Portal.

Field Trip Information:

School Name:		Supervising Staff Name:	
Field Trip Description:	<input type="checkbox"/> College Visit <input type="checkbox"/> College/Career Fair <input type="checkbox"/> Job Site Visit <input type="checkbox"/> Other _____		
Field Trip Location:			
Is this Field Trip/College Visit in your Work Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No, I will communicate with WSAC during your weekly check-in.		
School Departure:	Date: _____ Time: _____		
Return to School:	Date: _____ Time: _____		
# of Students Traveling:		# of Staff Traveling:	
Participating Grades:	<input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		
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:			