



Washington State GEAR UP Program Field Trip Approval & FAQ

Q: When is it necessary to submit a field trip approval form?

A: A field trip approval form must be submitted at least 10 days prior to the event for all trips. This is an electronic form and must be submitted form here: <http://gearup.wa.gov/webform/field-trip-approval-form>. Additional instructions are detailed.

Q: Is a budget revision required for a field trip?

A: It depends. If the field trip is not in your budget at all, you will need to answer NO to the budget/plan question on the Field Trip Approval Form and explain how you will fund the activity. You must also submit and Work Plan and Budget Revision Request Form prior to the activity and approval.

Q: When will I receive notification that my field trip has been approved or denied?

A: An approval or denial will usually be emailed to the requester within 72 hours. If you do not hear from someone by this time, please email Kelly Keeney, kellyk@wsac.wa.gov.

Q: When can I pay for non-GEAR UP student expenses for field trips?

A: It depends. In general, non-GEAR UP student expenses must be covered by another funding source. ***Cohort Schools:*** GEAR UP cannot pay for any non-GEAR UP student expenses. This includes all meals, lodging, related chaperone expenses, and any other fees. If non-GEAR UP students attend a field trip, their expenses must be covered by another funding source. **If there is a majority of non-GEAR UP students attending, the transportation costs must be prorated according to GEAR UP/non-GEAR UP participation.** Chaperone expenses will be paid at 1:10 ratio, unless the school has a policy requiring a lower ratio. (Revised July 2019.)

Priority Schools: GEAR UP cannot pay for any non-GEAR UP student expenses. This includes all meals, lodging, related chaperone expenses, and any other fees. Sometimes, transportation can be paid for by GEAR UP, but it depends on the proportion of non-GEAR UP students attending. In general, if more than half of the students are GEAR UP, and taking additional students did not increase the transportation expense, GEAR UP will reimburse the full amount. Chaperone expenses will be paid at 1:10 ratio, unless the school has a policy requiring a lower ratio.

Q: Are recreational activities, such as ice skating, rock climbing or swimming, allowed on field trips?

A: Recreational activities are only allowed if the activity is offered in conjunction with a comprehensive college campus visit, and the activity is a campus based opportunity. Recreational activities are only allowed with prior approval; please include on the field trip itinerary submitted with the Field Trip Approval Form. (Revised July 2019.)

Q: What are the requirements for a college visit?

A: College visits – if they do not include the basic requirements, they will not be approved. Use our college visit benchmarks and resource guide to help you plan. <http://gearup.wa.gov/node/3547>.

Q: How do you enter family college visits in the portal?

A: If you plan a family college visit (the intention is to take family members on a college visit, with or without students) then the entire activity (students and families) is entered as "Family College Visit."



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If you plan a student college visit (the intention is to take students and hopefully parents as chaperones), then enter it as a student activity, then enter a 2nd activity for the parents.

Q: May GEAR UP staff chaperone non-GEAR UP field trips?

A: GEAR UP staff may occasionally chaperone a non-GEAR UP field trip, if the students are GEAR UP students, and it is only an occasional event.
GEAR UP staff time in this type of activity should be limited, but is allowed because it is a good time to build relationships with our GEAR UP students. This activity is not entered in the portal if GEAR UP didn't plan, organize, facilitate and/or pay for the field trip.
GEAR UP staff may not chaperone field trips for only non-GEAR UP students, unless they are paid by another funding source for their time.

Q: Does field trip chaperone time count as match?

A: Teachers: No, if the field trip is during the contract day. Yes, for any time that is outside the contract day.
Parents: No, if they are there on behalf of their student only. Yes, if they are there to supervise/support all students.
GEAR UP paid staff: No, if they are being paid by GEAR UP for their time. Yes, if there is any time on the trip that they are not being paid – that time only can count as match.
Classified Staff: Yes, all of the time on the field trip counts as match.
Exception: For overnight trips, you cannot count sleep time as match.

Q: Will GEAR UP pay for breakfast on overnight field trips?

A: If the hotel provides a hot breakfast, GEAR UP will not pay for breakfast. However, if it is a continental breakfast (cold items only), then breakfast is an allowable expense.

Questions?

Expenditure allowability: Buffy Hatcher, buffyh@wsac.wa.gov, or 360-753-7789.

Planning a college visit: Beth Kelly, bethk@wsac.wa.gov, or 360-753-7826.

Field trip approval process: Kelly Keeney, kellyk@wsac.wa.gov, or 360-753-7838.

Work plan/budget planning, field trip allowability: Marcie Sample, marcies@wsac.wa.gov, or 360-753-7788.