



**STAMFORD PUBLIC SCHOOLS
Grants and Funded Office**

**Grants Funded Pre-Approval Form
For Field Trips**

This form must be submitted four (4) weeks prior to trip date

1. School: _____ Requested by: _____

Cost: _____ Today's Date _____ Date of Trip _____

Bus:\$ _____ Substitutes:\$ _____ Other: _____ \$ _____

2. Destination, city and state: _____

Description of trip: _____

Teacher/class going on trip: _____

Number of targeted students: _____

3. Reason/Rationale: _____

4. Relationship to District Goals and student achievement, needs of student population:

5. Funding Source: _____

(Grant funding source)

Principal/Administrator

Title

Date

Approved

Not Approved

Director of Grants and Funded Programs

Date

ALL grant spending must be requested in writing prior to expenditures.

**The Grants Office is NOT responsible for payment of
goods and services without prior written approval.**