



Dallas Independent School District

SPECIAL REVENUE FUNDS MANAGEMENT

FIELD TRIP APPROVAL FORM

Educational field trips are approved, planned instructional activities that involve students in learning experiences that are difficult to duplicate in a classroom situation. These field trips should provide hands-on activities that encourage students to experiment and ask questions. The field trip must support Texas Essential Knowledge and Skills (TEKS), must be reasonable in cost, and must be necessary to accomplish the objectives of the grant program.

Unallowable Costs Related to Field Trips

The following costs are **not** allowable with **federal funds**:

- Field trips for social, entertainment, or recreational purposes
- Field trips that supplant and do not supplement local or state expenditures or activities
- Field trips that are not part of a teacher's lesson plan or that do not meet the instructional objectives of the grant program
- Field trips that are not reasonable in cost or are not necessary to accomplish the objectives of the grant program
- Field trips to entertainment or recreational locations

Date Submitted: _____

FIELD TRIP DETAILS:

Department/Campus: _____

Destination: _____

Date(s): _____ Time(s): _____ Grade Level(s): _____

Field Trip Coordinator: _____ Contact Number: _____

Core Content Area Addressed: _____ TEKS Addressed: _____

Department/Campus Key Action Item: _____

Briefly provide the purpose of this field trip: *(What do you intend for the students to learn from this field experience?)*

Briefly describe where your Comprehensive Needs Assessment addresses the use of field trip/field experiences and lesson extensions to improve student learning:

FIELD TRIP BUDGET:

Costs for the field trip *must* be reasonable. Any entrance fees and transportation costs must be reasonable in comparison to the intended objectives of the trip.

Has the campus taken this trip before? *(Please check)* Yes No

If yes, please provide the line code utilized to pay for the trip: _____

Transportation Cost (estimate): \$ _____ Line Code: _____

Admission Costs (per student): \$ _____ Admission Costs (per adult): \$ _____

Admission Costs (total): \$ _____

Line Code: _____

Total Cost of Field Trip: \$ _____

FIELD TRIP LESSON CYCLE

PRE-PLANNING: *(What activities have been completed in order to prepare students for this trip?)*

FIELD TRIP ACTIVITY: *(What hands-on activities will your students engage in while on this trip?)*

FOLLOW-UP ACTIVITIES: *(How will you reinforce student learning after the trip?)*

EVALUATION/ASSESSMENT: *(What types of assessments or evaluations will be given to the students after the field trip to evaluate effectiveness?)*

Director/Principal Approval: _____

Special Revenue Funds Management Approval: _____

Executive Director Approval: _____