



Field Trip Funding Request Form

2024 - 25 Perkins Grant Program

Instructions:

Please provide the information requested below, then forward (via district email) the completed document to Christopher Clifton, at cclifton@lbschools.net for review. Mr. Clifton will notify you via email (of approval or of additional information needed).

Perkins Funded Field Trip Request - 2024-25 School Year	
CTE Teacher(s) Requesting Funding:	
Substitute Teacher(s) Coverage Required? YES NO	
Date of Field Trip:	Number of CTE students participating:
Destination for field trip:	
For which CTE course is this field trip being requested?	
Describe the educational objectives of the requested field trip:	
Describe the PRE-FIELD TRIP classroom activities you will develop/present to students to help them prepare for and understand the objectives of this field trip:	
Describe the POST-FIELD TRIP classroom activities you will develop/present to students to help them understand/review their field trip experience:	

Please forward completed request form to (via district email) Christopher Clifton, at cclifton@lbschools.net

Instructions for completing

If you have not completed a .pdf form before, please make sure to:

1. Open the .pdf file and add your comments.
2. Save the file (just as you would a Word document - this will save your comments on the form).
3. Email the .pdf file back to me as an attachment.



Office of Curriculum, Instruction and Professional Development

Career Pathways Office

1299 East 32nd Street, Room 9
Signal Hill, CA 90755

PERKINS Grant Funds and Student Admission Fees for Amusement Park/Related Field Trips

Item 1:

Amusement park/related field trip requests will not be considered for funding when taking place during the **last several weeks of an academic term (December/January - Fall Term, and April/May/June - Spring Term)**.

Item 2:

For approved funding requests, bus transportation costs will be covered for typical school field trip day schedules (students leave and return during regularly scheduled school classroom hours).

Additional hourly costs for buses remaining at amusement park/related sites in order **to facilitate extended student time in the amusement park/related site** (activity ancillary to the instructional part of the field trip) must be paid for out of school's site-based funding.

ITEM 3:

Student Admission fees are not eligible for Perkins funding. **Fees must be paid through site, club or other site-based funds.** **IMPORTANTLY:** Every eligible student wishing to attend must be able to participate **regardless of ability or interest in paying admission fee.** Part of approval process for such trip funding requests will be a request for detail to determine how admission fees will be paid for all eligible, interested students.

Summary:

- Sub coverage for eligible CTE Instructors participating.
- Provision/funding of additional chaperones (if needed) is site responsibility.
- Bus Cost for those hours of structured instructional activity (+ 1 hour to/from facility)
- Site responsibility: Hours of bus cost for extended student time in amusement park
- Admission fee (if any) for all eligible students interested in participating (regardless of ability or interest to pay) must be provided through site-based or other similar funding source.

Questions related to the above-described funding policy may be directed to Christopher Clifton, email: cclifton@lbschools.net, or by phone at Ext. 2904