



Mississippi Delta GEAR UP Field Trip Request Form

NOTE: Field Trips should be outlined in your previously approved workplan. Please include a Field Trip itinerary.

Purpose of Field Trip

District Name _____

School Name _____

Email _____

Name of Trip _____

Location of Trip _____

Departure Date _____ Return Date _____

Departure Time _____ Return Time _____

Field Trip Attendees

Who will be attending? 6th Gr. 7th Gr. 8th Gr. 9th Gr. 10th Gr. 11th Gr. 12th Gr.

GEAR UP STUDENTS _____ # NON-GEAR UP STUDENTS _____

Purpose of Field Trip

| | | | |
|--|--|--|--|
| | College Visit | | Financial Aid Counseling/Advising |
| | Educational Field Trip – Social Studies | | Student Workshop (An activity that is provided by another entity or institution for which the agenda is created by that entity.) |
| | Educational Field Trip – Science | | Summer Programs – Academic Enrichment |
| | Educational Field Trip – English/Language Arts | | Summer Programs – Remedial Services |
| | Educational Field Trip – Math | | Tests/Test Preparation |
| | Educational Field Trip – Other | | 7th Year Transition Services |
| | | | 12th Year Transition Services |

Expenses

Check all that apply.

Choose one.

- Our GEAR UP approved budget & workplan includes a line item and budget capacity for this field trip.
- Our GEAR UP approved budget & workplan does not include a line item and/or budget capacity for this field trip. I will submit a budget & workplan revision prior to the trip for approval.

The following expenses will be incurred for this trip (Check all that apply).

- Meals
- Lodging
- Transportation
- Registration or other fees
- Other:

(Signatures on the following page)



Signature of District Staff Completing Form

Date

Signature of Associate Director of Programs

Date

Signature of Program Coordinator

Date

Signature of Partnership Coordinator

Date

Signature of Executive Director

Date

Field Trip Forms should be submitted 3 weeks prior to the event for approval along with the pre-approval form.