21st CCLC Field Trips Guidelines

Educational Field Trips are an allowable use of funds for the 21st CCLC program. Field trips should be connected to the academic or enrichment program and provide an educational experience from which students can grow academically or culturally. The program should document how all field trips are linked to academic learning and how the trip will assist with meeting program goals outlined in the after school program plan. Please note that field trips for entertainment purposes are not allowable.

**During the regular school year, one field trip is permitted per semester** (August-December and January-May). **In the summer months, one field trip per week is permitted.** Field trips are defined as anytime you leave the site walking or riding with students. Activities under Section 4205(A) for before/after regular school hours, including school breaks and summer periods should include, but not be limited to, the following:

- Educational activities and academic enrichment learning programs to assist students in improving their academic achievement
- Mathematics and science education activities (Inter-related STEM engagement)
- Arts and music education activities
- Financial literacy and entrepreneurial education programs
- Tutoring services, including those provided by senior citizen volunteers and mentoring programs
- Programs that provide after-school activities that emphasize language skills and academic achievement for English Learners and Migrant students
- Physical fitness, recreational activities, health and wellness programs
- Telecommunications and technology education programs
- Expanded library service hours
- Programs to promote parental involvement and family literacy
- Programs that provide assistance to students who have been truant, suspended, or expelled to allow the students to improve their academic achievement
- Drug and violence prevention programs, counseling programs, and character education programs
- Service Learning

The activity undertaken on any field trip, however, must fall within the above stated program activities and program budget. Careful attention should be given to trip selection, pre-visit preparation, and appropriate follow-up activities such as an evaluation of the field trip as it relates to the overall goals, objectives, and strategies for successful after school programs.

Good planning and organization should precede field trips. An example of good planning would be a field trip to a theater to see a play. This trip might be followed up with the student writing
Planning your Field Trip. Please use the forms provided to:

Define the purpose of the trip and how it relates to the curriculum or activity, including objectives and goals (refer to the State Standards) of the trip.

Explain the activities that will take place to build prior-knowledge before the field trip takes place.

Explain the follow-up activities that will take place after the field trip has been taken. This must be more than a discussion.

Develop a budget. Be sure to follow your school or organization’s policies on handling money from students.

Develop an Itinerary for the trip. This should include a timeline for the day, stops and activities.

Prepare field trip permission form and/or send a parent letter home that explains the purpose and details of the trip.

Make sure you have obtained permission from the school system and the principal is aware of the trip.

The field trips listed on the “Approved Filed Trips” list are academic and/or enrichment related and are pre-approved. However, a lesson plan is required for each field trip as well as the Field Trip Submission Log. All lesson plans and submission log must be submitted to your TA by May 15th.

The field trips not on the pre-approved list will need prior approval. You must submit a lesson plan, and the Field Trip Submission Log to your TA for approval before the trip can be taken.

All out-of-state and overnight field trip requests and documentation (Field Trip Lesson Plan Form and Field Trip Submission Log) should be emailed to your TA then your TA will send an email to our office for approval. Requests for out-of-state and/or overnight field trips should be made at the beginning of each semester (August 15th and January 15th) and before your summer program begins (May 15th).