



100 North First Street, E-222  
Springfield, Illinois 62777-0001

**NITA M. LOWEY  
21<sup>st</sup> CENTURY COMMUNITY  
LEARNING CENTERS  
FIELD TRIP REQUEST FORM**

**WELLNESS AND STUDENT CARE DEPARTMENT**

**INSTRUCTIONS:** Complete this form to request approval for a field trip utilizing 21<sup>st</sup> CCLC grant funds.

GRANTEE NAME/FISCAL AGENT	REGION, COUNTY, DISTRICT, TYPE (RCDT) CODE	
ADDRESS (Street, City, State, and ZIP Code)	COHORT YEAR	GRANT NUMBER
	TELEPHONE	EMAIL
CO-APPLICANT(S) (List all that apply)		DATE OF REQUEST

**Participant Information**

List all site names that will be participating in the proposed field trip	
Name and address of the field trip location <i>(Include street, city, state, and ZIP code)</i>	What date will the field trip take place?
	If the field trip has not been scheduled yet, give the best estimate of what date the trip will take place.
At what time will students leave the Programming site(s)?	At what time will students return to the programming site(s)?
How many 21st CCLC students do you anticipate will attend this field trip?	How will students/staff be transported to and from the field trip?
What is the total cost of transportation?	How much will this field trip cost in total?
Not including the cost for transportation, what is the per-individual cost broken down by activity (e.g., Admission to museum, admission to special exhibit)?	
How will parent permission for this trip be obtained?	What will the adult-to-student ratio be on this field trip? (adults: students)
Will any adults who are not 21 <sup>st</sup> CCLC staff members attend the field trip?	If so, what will their role be on the trip?
How will all adults be vetted/screened to ensure student safety?	
What federal/state/local standards will be addressed by attending this field trip?	

Please list the code(s) and text(s) of the standard(s). (Example: ELA L.4.3a. Choose words and phrases to convey ideas precisely.)

How will the federal/state/local standards covered during the field trip be taught before the field trip?

How will the federal/state/local standards covered during the field trip be taught during the field trip?

How does this field trip relate to the purposes of the 21<sup>st</sup> CCLC grant?

Please list any additional information ISBE might need pertaining to this field trip.

**FOR ISBE USE ONLY**

APPROVED     DISAPPROVED

DATE

PRINCIPAL CONSULTANT NAME

ISBE 21<sup>ST</sup> CCLC SEA COORDINATOR NAME

\_\_\_\_\_  
*Digital or Original Signature*  
of Principal Consultant

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Digital or Original Signature*  
of ISBE 21<sup>ST</sup> CCLC SEA Coordinator

\_\_\_\_\_  
Date