

LOSFA Field Trip Approval

In order to be reimbursed, field trips must be pre-approved. Please submit this form **thirty calendar days** ahead of the scheduled trip. Note that expenditure approval requests must be submitted in addition to this form when outside vendors will be used. Meals for field trips must be approved by the LOSFA Outreach Director and must not exceed \$8.00 per person per meal and \$4.50 per person for snacks in total cost.

Request Date: _____ Requested by _____
(Name of School)

Funding Source Requested: LA GEAR UP LOSFA Field Outreach Services

School Information:

On-Site School Coordinator: _____ Principal: _____

District: _____ District Contact: _____

School Phone: _____ Grade Level (s) 6th 7th 8th 9th 10th 11th 12th

Participation Information:

Field trip leader and title: _____

Number of students attending: _____ Number of volunteers: _____

Number of teachers attending: _____ Number of parents attending: _____

Student selection criteria: _____

Destination Overview: Campus Visit Business/Industry Visit College/Career Fair Visit
 LFOS Event Visit Academic Visit

Destination: _____ Date of trip: _____

Destination contact person and phone number:

Goals and Objectives:

- To reinforce LOSFA's 5-Point Match.
- To increase awareness of postsecondary education options.
- To increase the awareness of applying to colleges that meet students' academic credentials.
- To increase the number of students interested in attending postsecondary institutions.

Pre-trip Activities	Trip Activities	Post-trip Assessment and Follow-Up
Pre-trip survey (if applicable)	Visit financial aid office	Post-trip survey (if applicable)
	Visit admissions office	Sign-in sheet(s) (actual)
	Visit business and industry	Digital photos with captions

A draft itinerary must be attached to this form and submitted as additional documentation when meals and snacks are requested. Activities and Assessment should align with the Goals and Objectives listed above.

Estimated Field Trip Costs:

Transportation: _____ Program/Admission: _____
 Sub-pay: _____ Meals/Snacks: _____
 Other: _____ Total: _____

By signing below, I understand that this expenditure request is not fully authorized until signed by both the LOSFA Field Outreach Director and the LOSFA Personnel for the school requesting this approval.

Signatures for Approval:

(Principal) (Date)

(District Representative) (Date)

LOSFA Use Only Reviewed for allowability. LOSFA Personnel _____ Date: _____	Reviewed and Approved. LOSFA Outreach Director _____ Date: _____
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Obtain all signatures before submitting this form to LOSFA for approval.