Field Trip and Mini Grant Form

Date request submitted: ______________________  Date trip planned: ______________________

Trip destination: ______________________  Time of departure: _____  Time of return: _____

Address: ____________________________________________________________

If outdoors, alternate destination in case of inclement weather: ____________________________________________________________

Purpose of trip: ____________________________________________________________

Students/Adults served: ____________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Responsible person: ______________________  Phone: ______________________

Additional staff needed: ____________________________________________________________

________________________________________________________

If requesting funds through the Mini-Grant account, please complete the following:

Ticket/Consultant Fee: ____________________________________________________________

Food Expenses: ____________________________________________________________

Additional Expenses: ____________________________________________________________

Total Anticipated Cost: ____________________________________________________________

Employees should submit completed application to immediate supervisor who would need to approve the activity. In the case of a mini-grant, senior manager would also need to approve and copy given to Donna Bongiorno (dbongior@stvincents.org) for reimbursement.

Signed by: ______________________  ______________________  ______________________

requester  supervisor  senior manager

NOTE: Please be sure to check that students/adults attending field trips have a recreation release form permitting them to go. For trips near or in water, an Aquatic Activity Screening for each student (1x/year) and Water Safety Plan must be completed.