

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.