Field Trip Memo

**Beginning July 1, 2024, all subgrantees will need prior approval before embarking on any 21st CCLC funded field trip using the** [**Field Trip Request Form**](https://www.nys21cclc.org/_files/ugd/82a1df_7217713b9c6741babf01602ae870fa10.docx?dn=21st%20CCLC%20Field%20Trip%20Request%20Form%208.16.24.docx). Please submit your Field Trip form to [EMSC21STCCLC@nysed.gov](mailto:EMSC21STCCLC@nysed.gov), thirty days prior to the trip. If considering multiple trips in a year, please use one form per trip.

Important Reminders:

* Field trips must be included in the subgrantee’s **approved** application or an **approved** program modification.
* The field trip must be considered **reasonable and necessary** to meet the goals of the program.
* All field trips must have an educational purpose.
* Staff salaries may be paid out of the grant for the time spent on the field trip.
* The cost for field trip transportation is allowable if it is reasonable and is part of the approved budget or budget amendment.
* All State and local policies around safety and parental/legal guardian permissions must be documented and followed.
* For overnight trips, time counted is **not to exceed 8 hours per day.**
* Programs should track field trips in EZReports as a special event. You may want to name the special event with the location of the field trip.
* Field trips may not be offered to selected students as an **incentive** for participation or **reward** for some other behavior or accomplishment[[1]](#footnote-1).
* The cost for food while students are on the field trip is acceptable, if the cost is reasonable. [[2]](#footnote-2)
* For additional guidance, refer to [Financial Management and Allowability fact sheet](https://www.p12.nysed.gov/sss/documents/AllowableandUnallowableCosts2.28.20.pdf), which includes Education Department General Administrative Regulation (EDGAR) *§200.438 Entertainment Costs.*

1. [RFP](https://www.p12.nysed.gov/sss/documents/NYSED21CCLC-RFP-gc-22-001_Round8.pdf), see page 20. [↑](#footnote-ref-1)
2. [RFP](https://www.p12.nysed.gov/sss/documents/NYSED21CCLC-RFP-gc-22-001_Round8.pdf), page 19. [↑](#footnote-ref-2)