

Title I Field Trip Justification Form

Field trips may be planned for the purpose of building prior student knowledge of content only; culminating field trips, reward field trips, or trips for any other reason than prior knowledge building are not permitted with Title I funds.

The rationale for a Title I funded field trip must show that costs are:

- a. Reasonable
- b. Allocable
- c. Necessary

Title I cannot pay for any field trips during the month of May. CDE considers any field trips in May to be culminating activities that do not meet the field trip guidelines.

Date and Times of the Proposed Trip:

Destination:

Amount of Title I Funds Associated with the Cost of the Trip:

Name and Contact Information for Questions Related to Form Completion:

1. Explain how the proposed expenditures associated with the trip are reasonable. (Is the cost reasonable? Could another experience of less cost attain the same result with your students?)

2. Explain how the proposed expenditures associated with the trip are allocable. (Would the students outcomes related to the trip justify the expense of the trip in relationship to the impact of other grant activities and their costs?)

3. Are the trip and associated expenditures necessary? (Is this the BEST way to meet this standard?)

4. How does the proposed field trip focus on helping students acquire the knowledge and skills needed to increase academic achievement?

5. How is the proposed field trip integrated into the curriculum?

Principal Signature Principal Printed Name Date

For Title I Office Only:

Title I Approval: _____
Approved Denied Signature Date

Comments: