

OCS Field Trip Pre-Approval Request Form

Instructions (for the CBO representative completing this form):

- 1) Download a copy of this document (*File → Download → Microsoft Word*).
- 2) Complete all sections.
- 3) Email it to your OCS Program Manager, along with any other additional, relevant attachments that provide further context for your request.

Resources:

- 1) [OCS Field Trip Guide](#)
- 2) [OCS Trip Destination Ideas](#)

Approval Status (to be completed by OCS Program Manager):

Date: ☐ Approved ☐ Returned for Revision	Reason returned for revision:
Program Manager Name:	
Program Manager Signature:	

Section A: Requestor Information

School DBN:
CBO Name:
Full Name:
Your Role/Position:
Your Email:
OCS Program Manager:
Funding Stream: ☐ City Tax Levy ☐ 21st Century Community Learning Center ☐ Federal Stimulus ☐ Title IV ☐ AIDP

Section B: Trip Details

Date of Trip:	Destination:
Purpose of Trip: (Describe educational component and connection to community school strategy).	

Section C: Participant Details

# of Students:	# of Adults:
Specify any criteria for selecting students for this trip:	

Section D: Cost Breakdown

Total Cost of Trip:	
Admission Fees:	Food Cost:
Transportation Cost:	Other Costs:

Section E: Lesson Plan

You may fill out the table below or attach a separate lesson plan when you email your OCS Program Manager. If attaching a separate lesson plan, please ensure that it covers all the components listed below. The lesson plan may come from various sources: teachers, trip providers, or CBOs may draft it themselves. Find successfully approved lesson plan samples [here](#).

Lesson Plan completed by: ☐ Teacher/school staff ☐ CSD/CBO staff ☐ Other: _____	Relevant Academic/SEL Subject(s):
Learning Goal(s):	Learning Standard(s), if applicable:
Description of Activity or Lesson (that will take place during the field trip):	
Description of any Pre-work and/or Post-work:	

Additional Notes (optional):