**Revised Field Trip Form**

***For the 2023-2024 annual school year, all subgrantees will submit the following Microsoft Online form to request approval for a field trip.***

**Field Trip Approval Process:**

* A Field Trip Request Form for each planned 21st CCLC field trip must be submitted to your regional program administrator for NCDPI review and approval at least 30 days prior to the anticipated trip date. All field trips must be pre-approved by NCDPI prior to any expenditure related to the trip.
* Any changes to an approved field trip form must be submitted to your regional program administrator for review and approval no later than ten (10) days prior to the field trip.
* Subgrantees should always submit the current fiscal year's field trip request form. **Please do not submit field trip requests on an old form. The new form is here:**

[**21st CCLC Field Trip Request Form**](https://forms.office.com/Pages/ResponsePage.aspx?id=YZyehLvwg026X0tTN2ZM9zHEetXjVVpEgAc34Nnq8qJUOEFEMTc4S0hKUk9HUUNZTDRUWVdPU1hSUiQlQCN0PWcu)