

# Texas ACE Educational Field Trip Request Form



Educational field trips (EFTs) consist of approved planned instructional activities that involve students in learning experiences that are difficult to duplicate in a classroom situation. EFTs take place at a location other than an adjunct site or center where students are enrolled. EFTs must support Texas Essential Knowledge and Skills (TEKS), be reasonable in cost, and be necessary to accomplish the objectives of the local ACE program.

**All EFTs serving the federal 21<sup>st</sup> CCLC grant program require pre-approval from TEA. Submit this request form to the Texas ACE Help Desk at least three weeks before the date of the trip.** An Excel tool for requesting multiple EFTs at once is also available on the Texas ACE program website.

## Overview:

- Grantee & Cycle: \_\_\_\_\_
- Project director approval date: \_\_\_\_\_
- Request submission date: \_\_\_\_\_  
(at least three weeks prior to field trip date)
- Planned field trip date: \_\_\_\_\_

- Center(s): \_\_\_\_\_
- Grade levels and number of participating students  
\_\_\_\_\_
- Destination: \_\_\_\_\_
- Duration (# hours, total time): \_\_\_\_\_

To help TEA determine the appropriateness of this EFT, please: 1) write the learning objective(s) ; 2) describe how the field trip will **align with the Texas Essential Knowledge and Skills (TEKS)**; and 3) describe how the activity supports one or more of the following:

- a. Aligns with ongoing school day, afterschool or summer programming
- b. Data-derived student or campus need

To help TEA determine the reasonableness of this EFT, please describe the scope, including:

- Number of student, family, and staff participants
- **Estimated cost** for each category of item (e.g., transportation, materials, nutritious snack)
- Estimated number of hours of instruction and total trip time

To help TEA determine the necessity of this EFT, please describe how it offers instructional activities that involve students in learning experiences difficult to duplicate in a classroom situation.

## Texas ACE Educational Field Trip Approval Process

The Texas 21<sup>st</sup> CCLC/Texas ACE program uses a program-specific approval process for reviewing and approving educational field trips. Educational field trips are optional and must be appropriate, reasonable, and necessary. ACE grantees seeking to have field trips approved for their centers must follow this process:

- Site coordinator(s) and project director work to identify field trips that are appropriate, reasonable and necessary for ACE students.
- Site coordinators and/or project director complete the request form for each field trip.
- An Excel tool for requesting multiple EFTs at once is available on the [program website](#).
- Project director submits request form or tool to Texas ACE help desk ([HelpDesk@TexasACE21.org](mailto:HelpDesk@TexasACE21.org)) at least three weeks prior to the planned field trip date. If field trips are for the summer term, please submit all requests on or before May 1 each year.
- Your Technical Assistance Coach (TAC) will review the request, clarify with the grantee as needed and submit grantee requests to TEA for review and approval or denial.
- Grantee receives TEA decision within three weeks.

## Texas ACE Educational Field Trip Guidance (see Program Guidelines)

Educational field trips are allowed when they consist of approvable, planned instructional activities that involve students in learning experiences that are difficult to duplicate in a classroom situation. Field trips must support Texas Essential Knowledge and Skills (TEKS), be reasonable in cost, and be necessary to accomplish the objectives of the local ACE program. All field trips using grant funds will require pre-approval from the TEA program coordinator before funds are encumbered. Examples of educational field trips include the following:

- Laboratory and field investigation
- Supplemental curricular academic activities that are focused on science, technology, engineering, and/or math
- Educational tours and interactive activities with local science centers, arts centers, museums, zoos, horticultural centers, historic sites, archaeological sites, or nature preserves
- Intentionally directed time at public libraries to conduct research and access reading and study materials
- Organized visits to colleges and universities to encourage interest in and familiarity with the pursuit of higher education

Unallowable types of field trips include those that:

- are not reasonable in cost or are not necessary to accomplish the objectives of the grant program
- transport students to a location further than necessary when a similar experience is available closer to the center
- supplant and do not supplement local, state, or federal expenditures or activities, including those that expend funds on students who are not enrolled in the Texas ACE<sup>®</sup> program
- transport students to entertainment or recreational locations that have legitimate educational programs when more than 25 percent of the time spent at the location is used for entertainment or recreation of field trip participants

Before budgeting for field trip expenses, applicants are encouraged to explore cost-saving opportunities to bring remote locations into the classroom by arranging for hands-on engaging presentations at the center or by accessing live and interactive virtual tours and educational experiences available online.