

<b>Field Trip Process</b>
<input type="checkbox"/> Dave- Date Check
<input type="checkbox"/> Coordinator: (below)
<input type="checkbox"/> Health
<input type="checkbox"/> Dave- Transportation

Contractor Meal not available  
(come straight to Health)

## SUU HEAD START FIELD TRIP REQUEST

**Center:** \_\_\_\_\_

Official form must be completed and received at Central Office in advance:  
30 days when meals are eaten away from the classroom,  
15 days for short field trips, transportation only.

**Today's Date:** \_\_\_\_\_ **Field Trip Date:** \_\_\_\_\_ **Replacement Date:** \_\_\_\_\_

**Destination:** \_\_\_\_\_ Second Choice  
Field Trip Date: \_\_\_\_\_

**# of Children:** \_\_\_\_\_ **# of Adults:** \_\_\_\_\_ **Time- Leaving:** \_\_\_\_\_ **Returning:** \_\_\_\_\_

**Meals eaten away from the Center: ( Choose from the options below: Lunch and/or Snack)**

**1. Contractor Lunch** \* Clear with provider and list foods to be served

Milk: \_\_\_\_\_ Bread: \_\_\_\_\_ Fruit: \_\_\_\_\_

Vegetable: \_\_\_\_\_ Meat/ Alt: \_\_\_\_\_

**Contractor Snack**

Fruit : Apple OR Orange Bread: Graham Crackers **OR** ( ) No Snack

**2. Head Start On-Site Menus:** **Circle Choice\***

1. Lunch: Bologna and Cheese Sandwich, Carrot Stick with Dip, Fresh Apple, 2 slices of Bread & Milk

Snack: Fresh Orange and Graham Crackers **OR** ( ) No Snack

2. Lunch: Peanut Butter Sandwich, Cheese Slice, Celery with Dip, Fresh Orange, 2 Slices of Bread & Milk

Snack: Fresh Apple and Graham Crackers **OR** ( ) No Snack

**Regulations for Service and Transport:**

\*All Field Trip meals for SUU Head Start will be prepared to meet requirements of CACFP. Sanitary procedures will be used in preparation for a sack Lunch and/or Snack. Meals may be provided during the day and with the snack. Food requiring temperature regulation will be transported in ice chests with ice and temperature will be retained at 45 degrees or less until food is used. Papergoods and plastic wares will be used for food service. Leftovers will be disposed of properly.

<b>Authorization:</b>	<i>Sign and Date</i>	<b>Approved Notice To:</b>
<b>Transportation:</b> _____		Teacher: _____
<b>Child Development:</b> _____		Driver: _____
<b>Nutrition:</b> _____		Bus #: _____
Date: Vendor/ Cook Notified: _____		

<b>CACFP/ USOE Approval:</b>		
Child Nutrition Programs, hereby grants SUU Head Start permission to claim the field trip meals listed above for reimbursement on days of program authorization field trips.		
CNP/ USOE _____	_____	_____
Title:	Signature:	Date:

# Field Trip Educational Objectives

**Class:**

**Teacher:**

List place of the field trip and date: \_\_\_\_\_

List the approximate length of time to be spent in the field trip: \_\_\_\_\_

List the main objective of the field trip by completing the following sentence:

During this field trip the children will... \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Identify three Core Objectives planned for this field trip. Give the core number and a few key words.

(Be sure activity planning is shown on the Daily Planning Sheet)

Objective 1: \_\_\_\_\_

\_\_\_\_\_

Objective 2: \_\_\_\_\_

\_\_\_\_\_

Objective 3: \_\_\_\_\_

\_\_\_\_\_

All field trips must include literacy objectives. List the literacy objectives of this field trip.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain how you will prepare the children for the field trip so they can get the most from the experience.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe what experiences you will use after the field trip to reinforce what the children have learned.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_