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| **Name of Grant Program:** Massachusetts 21st Century Community Learning   Centers – Summer Enhancement Grant | **Fund Code:** 644 |

**Addendum A -Field Trip Approval**

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| LEA/CBO |  |

**Educational Field Trips (EFT)**

* Must have an educational component and be aligned to approved program activities and program outcomes.
* Out of state field trips in the New England Area are allowable but, MUST be approved by DESE in advance of the trip.
* Field trips must be both reasonable in cost and support the objectives of the program.
* The safety of students and staff is of utmost importance and must be appropriately considered when planning and conducting field trip activities. All aspects of the experience, such as transportation mode, distance and nutrition, must be developmentally appropriate for the age and abilities of all youth participating.
* Field trips that are incentives (attendance, participation, learning incentives) are not an allowable use of federal funds.
* Expenditures for entertainment experiences and sporting events are not an allowable use of federal funds.

**Please complete the chart below for all proposed EFTs.**

Grantees are responsible for maintaining documentation that supports that all EFT expenditures align with the criteria described above. Noncompliance with this policy may result in a monitoring finding.

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| **School/Site** | **Proposed Date** | **Field Trip Location** | **Briefly describe how the EFT supports or extends the learning of proposed summer programming.** |
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Add more rows as needed

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|  | Please check this box (X) to certify that as a recipient of this 21st Century Community Learning Center (CCLC) grant all field trips described will meet all of the requirements detailed above. Any additions or changes to the proposed field trips must be communicated with the Department for approval prior to their occurrence. |