

Things to Keep in Mind Regarding Field Trips for 21st CCLC Programs:

This is a reminder; it is not new guidance.

This reminder has been prepared by the 21st CCLC program office in response to questions it has been getting about what is and is not allowed with regard to field trips; including allowable use of 21st CCLC funds and how to count participant attendance time. The following is a list of rules that have been established by the NYSED Program office, EDGAR (Education Department General Administrative Regulations), and federal 21st CCLC guidance documents, and have been verified by 21st CCLC Program Officers at the US ED.

Field trips may be utilized as a learning activity but there are some limitations and requirements:

- (1) the trip must be included in the sub-grantee's approved application (or approved program modification) and is necessary to carry out the activities and to meet the goals of the program;
- (2) staff salaries may be paid out of the grant for the time used on the field trip; however, costs related to hotels and expenses (food, etc.) for staff and students **cannot be paid with grant funds** (these costs are considered entertainment and are not allowed; other resources would have to be used);
- (3) the cost for transportation is allowable as long as it is **reasonable** and **is part of the approved application** as transportation costs are allowable under the program. To determine if the cost of transportation is reasonable, some states have looked at the cost for the bus for a field trip against the costs for the bus to get students back/forth to the afterschool program, for example;
- (4) all State and local policies around safety and parental/legal guardian permissions must be documented and followed;
- (5) **only programs that are approved for ELT are allowed to have field trips during normal school hours.** Any program that is not implementing an ELT program, i.e. a program that operates during out of school time, needs to plan their educational field trips so they do not occur during normal school hours;
- (6) student participation time counted for field trips **cannot exceed 8 hours per day including travel time.** On a day trip, only the time in the activity plus two hours maximum for travel time can be counted, but not to exceed 8 hours; and
- (7) for overnight trips, time counted is **not to exceed 8 hours per day.**

Most of the costs associated with a field trip cannot be paid with 21st CCLC funds.