



ExCEL After School Programs



CBO EXPENDITURE APPROVAL FORM FOR EDUCATIONAL EXCURSIONS

School Site: _____ CBO: _____

Site Coordinator: _____ Email: _____

Grant Type *(Please circle)*:

ASSET ASES Base ASES Supplemental 21st CCLC Base 21st CCLC Supplemental

Equitable Access SFUSD Backfill Funds

Off site program activities should be connected to the academic or enrichment program and provide an educational experience from which students can grow academically or culturally. The activity should link to academic learning and how it meets program goals outlined in the Program Summary. Some questions to consider for planning:

- What is the relevance of the proposed activity to a learning objective?
- What teaching will occur prior to, during, and after the activity to make it contextually relevant to the students' experiences? How will the trip's educational value be assessed upon completion of the activity? How will the field trip costs be covered?
- What is the impact of the trip on available program budget resources?

Appropriate follow-up activities such as an evaluation of the excursion as it relates to the overall goals, objectives, and strategies for successful after school programs. The use of offsite activities should also be included in the Program Summary so that the activity is directly linked.

Please complete and submit this form to Karina Henriquez at henriquezk@sfusd.edu at least two weeks prior to the proposed activity. Retroactive approval requests *will not* be accepted.

Approval Request	Cost (attach estimate/quote)	Rationale
Off Site Program Activity <input type="checkbox"/> Academic <input type="checkbox"/> Enrichment <input type="checkbox"/> Recreation/Physical Activity		Attach Lesson Plan that includes the linkage of the activity to academic learning and how this will meet the goals of the program. Please refer to the Program Summary.

FOR ExCEL USE ONLY

Name: _____ ExCEL Approval Signature: _____

Date: _____

20 Cook Street San Francisco, CA 94118 Tel 415-750-4500 Fax 415-750-8653