



## **Suggestions for Using the Learning Opportunities Application for Field Trip Assistance**

Consider sending home a Pre-Trip confirmation form prior to sending the permission slip letter. This will let teachers know if families will have difficulty with trip costs and will give you sufficient time to complete required paperwork. Applications must be submitted one week prior to the date of the trip.

The school should develop a contingency plan (a “Plan B”) for field trip assistance in advance of a trip. In addition to HEF, consider PTA resources, community support groups, and discretionary funds. For HEF funding, priority is given to core content academic field trip requests.

Field trips should be viewed as a partnership between school and home and parents required to pay some portion of the cost. Teachers should make a personal contact to the home of any student who doesn't pay for the trip in order to: 1) Verify the financial need so that a specific reason may be written on the application form; 2) Request that the family pay some portion of the cost (this amount should be recorded on the form).

When a teacher makes a courteous phone call to request that the family pay some portion of the cost, usually the parent will agree. This type of contact fosters a more positive working partnership between family and school. It also helps HEF funding go farther, helping more students.

- Please note: Do not write “hardship” as the reason with no other explanation. Acceptable reasons include: parents are unemployed, family is homeless, family is facing foreclosure, parents have multiple children attending the trip, student receives school lunch assistance, and etc. Forms with inadequate explanations will not be approved.

Read and complete the current year Learning Opportunities application carefully. Both the teacher and the principal must sign each student form.

- Applications must be turned in via pony **OR** fax for a specific trip at the same time to avoid the Foundation having to send duplicate checks to the school. Please do not send duplicate forms for the same students as it can cause confusion.

For more information please contact:

Courtney Baytop

Operations Assistant

Henrico Education Foundation

Phone: (804) 652-3568

clbaytop@henrico.k12.va.us

Fax Number: (804) 652-3425



Henrico  
Education  
Foundation

## Learning Opportunities Assistance 2016 - 2017 Application

The Henrico Education Foundation funds *Learning Opportunity Assistance* to offer field trip support to those who might otherwise be precluded from participating due to their financial circumstances. Field trips are a partnership between school and home and teachers must make a personal contact to verify financial need and request that the family pay a portion of the trip cost.

Read and complete all parts of the application; both teacher and principal are required to sign the form. All applications for a trip must be submitted at the same time to avoid the Foundation having to send duplicate checks to the school. Forms are due at least two weeks prior to the trip date. Applications should be sent to: Courtney Baytop, Henrico Education Foundation at Central Office.

**Student:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Teacher Name (print):** \_\_\_\_\_

**Teacher's school email:** \_\_\_\_\_

**Grade Level:** \_\_\_\_\_ **Subject:** \_\_\_\_\_

**Is the student McKinney-Vento eligible?**    Yes \_\_\_\_\_    No \_\_\_\_\_    Unsure \_\_\_\_\_

**Description of educational field trip:** \_\_\_\_\_  
\_\_\_\_\_

**Destination:** \_\_\_\_\_ **Date/Time:** \_\_\_\_\_

**\*Cost of trip:** \$ \_\_\_\_\_ *(include transportation and ticketing)*

*\* It is requested that the parent/guardian pay a portion of this fee.*

**Reason(s) for requesting assistance:** \_\_\_\_\_  
\_\_\_\_\_

**Date of Contact with parent:** \_\_\_\_\_ **Person making contact:** \_\_\_\_\_

**Parent/Guardian will provide:**    \$ \_\_\_\_\_

**School will provide:**    \$ \_\_\_\_\_

**Authorization:** Principal must sign and date the form.

**Teacher:** \_\_\_\_\_  
*(Signature)*

**Date:** \_\_\_\_\_

**Principal:** \_\_\_\_\_  
*(Signature)*

**Date:** \_\_\_\_\_