

# Illinois Biodiversity

## FIELD TRIP GRANT

### FINAL REPORT

*This report is due no later than one month after the completion of the field trip. If you find that you cannot meet this deadline, please contact the Illinois Department of Natural Resources' Division of Education.*

Field Trip Destination: \_\_\_\_\_ City: \_\_\_\_\_

Applicant (must currently be employed as a full-time teacher at the school):

\_\_\_\_\_

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Grade(s): \_\_\_\_\_ # of Student Participants: \_\_\_\_\_

Collaborating Teachers (if any): \_\_\_\_\_

Date of Field Trip: \_\_\_\_\_

**ASSESSMENT:** Submit up to two typed pages describing the activities undertaken as part of the field trip. Include:

1. concepts learned, how they were incorporated into the existing curriculum and how student knowledge was assessed;
2. pre-visit, on-site and post-visit activities;
3. list of partners and/or community resources utilized;
4. how funds were expended.

**INCLUDE AS ATTACHMENTS:**

1. Payment Request Form and original receipts documenting all approved expenditures;
2. photographs (prints or digital);
3. samples of student work, reports or comments;
4. copies of any school or community newspaper articles referencing the project;
5. World Wide Web page address if field trip is summarized on the school page;
6. a copy of the thank-you letter submitted to the grant benefactor.

*Submit to: Illinois Department of Natural Resources, Division of Education*  
One Natural Resources Way, Springfield, IL 62702-1271