

## **Caldwell Field Trips**

The Caldwell Foundation funds certain field trips for elementary schools in TISD. These trips must be to attend cultural events or to visit educational sites such as museums or the planetarium. Each trip must be documented by a Field Trip Report which gives details about the trip and its relationship to the curriculum.

At the end of each six weeks, please send a copy of all field trip reports along with the summary cover sheet to the Caldwell Foundation. Since the Foundation sometimes has a question about a trip, please retain a copy of the reports for your records. The Caldwell Foundation will not fund any trip for which they have not received a report. You might wish to send a letter, story, or drawing from a student to help personalize the report.

Please contact the TISD transportation department if you have questions concerning scheduling busses or the budget code to use.

### **Report Instructions:**

Complete one Field Trip Report for each trip taken. Complete the Six Weeks Summary Sheet. Staple the Reports to the back of the Summary. Send the report to:

Harriet McArthur  
Executive Vice President  
Caldwell Foundation  
PO Box 4280  
Tyler, TX 75712

**Caldwell Foundation Sponsored Field Trip Report**  
**Six Weeks Summary**

Campus: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Six Weeks Period: 1 2 3 4 5 6

The following educational field trips were taken:

\_\_\_\_\_  
Signature of Principal

**Tyler Independent School District**

**Caldwell Foundation Sponsored Field Trip Report**

Campus \_\_\_\_\_ Date of Fieldtrip \_\_\_\_\_

Who went on the fieldtrip?

Teachers(s) \_\_\_\_\_

Grade Level(s) \_\_\_\_\_ Number of Students \_\_\_\_\_

Number of Parents \_\_\_\_\_

What was the purpose of the fieldtrip?

Destination \_\_\_\_\_

What did the students see? \_\_\_\_\_

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Reason for the fieldtrip? \_\_\_\_\_

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How was the fieldtrip related to the curriculum or need for a life experience?

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Additional Information \_\_\_\_\_

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Circle six-weeks period

1 2 3 4 5 6