



Kōkua Hawai'i Foundation Field Trip Grant Reporting Form 2018-2019 School Year



Please send the following to Kōkua Hawai'i Foundation in order to receive the remaining 10% of your Field Trip Grant and remain eligible for future funding:

- This reporting form. (Please type directly into this file.)
- All receipts for purchases made using KHF Field Trip Grant funds.
- At least 5 high resolution digital photos documenting the project. These must be cleared for use in Kōkua Hawai'i Foundation outreach (website, newsletters) and reporting to funders. (Email photos to grants@kokuahawaiifoundation.org.)
- Kōkua Hawai'i Foundation Media Releases for students featured in the photos you submit.
- A description or copy of any lesson plans or activities you developed as part of the field trip (if applicable).
- Any Field Trip Grants funds not used for your field trip, if applicable. (Make checks payable to Kōkua Hawai'i Foundation.)

School Name:					
Teacher/Applicant Name:					
Destination:					
Project/Class Website (if applicable):					
Date(s) of Excursion:		# of Students Who Participated:			
Total Cost of Field Trip:	\$	Amount Granted from KHF:	\$	Amount of KHF FT Grant Funds Used:	\$
If matching/additional funds were used for this project, please list source and amount.		Source:			
		Amount:	\$		
How much did each student pay for the Field Trip? Add notes if needed.					
Project Expenses: Include a detailed list of project expenses including items/services purchased and amount. Remember to submit copies of receipts. (Attach additional pages if needed):					
Item/Service Description	Amount		Notes (if any)		
TOTAL AMOUNT KHF FUNDS SPENT:		\$			

FEEDBACK/REFLECTION

Please share your experience on this field trip. Include any activities, lesson plans or reflection questions you may have developed.

How was this experience received by your class?
What was most helpful? What would you change? Would you recommend this destination/field trip to other groups?

Attach additional sheets as needed.

Your comments may be quoted and used on our website or other Kōkua Hawai'i Foundation materials. Please be as candid as possible! If you do not want your name included with quotes, please check here: