



Connect Kids Field Trip Grants Made Easy



1

Come up with a field trip idea.
[Click here for a list of field trip sites.](#)

2

Talk with your principal—
how do you do a field trip?

3

Contact the field trip site
to schedule your visit
and get the name of a
person who works at the
site.

6

Contact your school's
business office to arrange
for payments, order buses,
complete school district
field trip paperwork, etc.

5

Calculate the expenses.
Grants reimburse \$40/student
of field trip costs.

4

Apply [online](#),
or by going to parks.ny.gov
Receive confirmation
within 1-2 weeks.

7

Go on the field trip.
**Bring : [YX'Hf]d
for signature.**
Collect all receipts.

8

Send receipts and signed
Field Trip Form to State Parks
for your refund.

9

About 4-6 weeks later,
refund sent to school by
electronic transfer.

For more information email: parksbusgrant@parks.ny.gov

website: parks.ny.gov