



## FINAL REPORT FORM

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 at [dnr.teachkids@illinois.gov](mailto:dnr.teachkids@illinois.gov).

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

Grant Recipient's Name (must currently be employed as a teacher at the school):

\_\_\_\_\_ Grant Number: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: IL Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

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

Principal's Name: \_\_\_\_\_ Principal's Email Address: \_\_\_\_\_

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

### INCLUDE AS ATTACHMENTS:

1. Payment Request Form and original receipts documenting expenditures;
2. digital photographs and signed image-release forms;
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.

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