



Farm Field Trip Grant

Grantee Training Session



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)

<http://osse.dc.gov/service/farm-field-trip-grant>

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Housekeeping

20% Set Aside Review Webinar has been moved:

<https://www2.gotomeeting.com/register/338734986>

Who is on the webinar today?

Overview

The EGMS System: Reimbursement & Assurances

Scheduling Your Farm Field Trip

Pre and Post Trip Evaluation Forms

One Page Summary Reports

The EGMS System

Richard Kalanaka Mo Rowley is a management analyst at OSSE and is here to present on the new EGMS system!

Scheduling Your Farm Field Trip

When

- ❑ Schedule soon for a trip anytime between now and mid-June
- ❑ Who has scheduled their field trip?

How

- ❑ Directly with your farm of choice
 - ❑ Farms should be within 80 miles of the District
 - ❑ For a list of farms, visit the [Farm to School Approved webpage](#)
- ❑ Once your trip is scheduled, please fill out the Field Trip Details Form (for current grantees) on the [OSSE Farm Field Trip Grant Webpage](#)

Pre and Post Trip Evaluations


Packets will be mailed next week with the following items:

- ID Number Master Sheet
- Pre-Trip Evaluation Forms
- Post-Trip Evaluation Forms
- Post Follow Up Activity Evaluation Forms
- Envelopes for each set of evaluations forms
 - A checklist will be included on each envelope to ensure an evaluation is collected for each ID number



Pre and Post Trip Evaluations

Pre-Trip, Post-Trip, & Post-Follow Up Activity versions

- All students must take the evaluation
- Each school will be provided a school code and a set of ID numbers in their packet
- Evaluation forms will be pre-filled out with the School Code and ID Numbers – you will need to assign the ID numbers



Farm Field Trip Student Evaluation: Pre-Trip

I am a:  

1. Have you ever been to a farm before?
 YES NO
2. Do sweet potatoes grow near home?
 YES NO DON'T KNOW
3. Do bananas grow near home?
 YES NO DON'T KNOW
4. Is eating food grown near home good for the earth?
 YES NO DON'T KNOW
5. When you are at school, will you try a new vegetable?
 YES NO SOMETIMES

Pre and Post Trip Evaluations

ID Number Master Sheet

- Fill in each students name before handing out the pre-trip evaluations
- Use the master sheet to ensure each student receives the post-trip and post-follow up activity evaluation form that corresponds to their ID number from their pre-trip evaluation
- For your purposes only – DO NOT send this form back to OSSE.
 - Please hold on to it until the end of the grant period.



Farm Field Trip Student Evaluation

ID Number Master Sheet

Please assign each student in your class a corresponding ID number before giving out the pre-trip test. Students must be given the pre-trip test and the post-trip test that have the SAME ID NUMBER. Write the ID number on the top right hand corner of each test. All students participating in the farm field trip must take both the pre-trip and post-trip test.

ID Number	Student Name
PT1	
PT2	
PT3	
PT4	
PT5	
PT6	
PT7	
PT8	
PT9	
PT10	
PT11	
PT12	
PT13	
PT14	
PT15	
PT16	
PT17	
PT18	
PT19	
PT20	
PT21	
PT22	
PT23	
PT24	

Pre and Post Trip Evaluations

Envelopes & Checklist

- Three envelopes, each with their own checklist
- As students hand in their evaluation, check off their ID number to indicate that their form has been received and then place it in the envelope
- When all evaluations are received for that set, seal the envelope.



Farm Field Trip Student Evaluation

Pre-Trip Test Forms

Given BEFORE the farm field trip

Please ensure that all pre-trip tests have been collected by placing a check mark in the box next to the corresponding ID as tests are placed in the envelope. Write the ID number on the top right hand corner of each test. All students participating in the farm field trip must take the Pre-trip test.

ID Number	Accepted
PT1	
PT2	
PT3	
PT4	
PT5	
PT6	
PT7	
PT8	
PT9	
PT10	
PT11	
PT12	
PT13	
PT14	
PT15	
PT16	
PT17	
PT18	
PT19	
PT20	
PT21	
PT22	
PT23	
PT24	

Pre and Post Trip Evaluations

All evaluations should be returned to OSSE before the end of the grant period.

Packets can be mailed back to:

Erica Steinhart

810 First Street NE

4th Floor

Washington, DC 20002

Grant funds may be used for postage if needed

One Page Summary Reports

Two short reports are required under the grant:

1. A summary of the field trip
 - One page
 - Due no later than **30 days after the trip is taken**
 - Emailed to erica.steinhardt@dc.gov
2. A summary of the follow up activity
 - One page
 - Due no later than **90 days after the trip is taken**
 - emailed to erica.steinhardt@dc.gov

Funding Restrictions Reminder

Allowable Fund Uses

- Transportation to and from the farm
- Cost of the field trip as designated by the farm
- Supplies and materials for the follow up activities, including, but not limited to:
 - Cookware
 - Serving ware
 - Curriculum

Non-Allowable Uses of Funds

- Paying extra chaperones
- Purchasing lunch for students, teachers or chaperones
- Purchasing souvenirs while on the trip
- Food for cooking demonstrations or taste-tests during the follow up activities*

* GIANT Foods will be providing \$25 gift cards for grantees to use to purchase these items



Questions?

Thank You For Participating!