

# TRAILBLAZER OUTDOOR CLUB WORK PLAN

Please note:

- We will not accept photos (JPG/PNG files) of your work plan.
- Advisors must complete and submit the original document or PDF copy.
- Please ensure that you have read and understood our guidelines before submission.

## APPLICANT INFORMATION

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

County: \_\_\_\_\_

School District (if applicable): \_\_\_\_\_

Name of Club Advisor: \_\_\_\_\_

School Mailing Address: \_\_\_\_\_

School Billing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Name of School Bookkeeper: \_\_\_\_\_

School Bookkeeper's Telephone: \_\_\_\_\_

School Bookkeeper's Email: \_\_\_\_\_

Name of School Administrator: \_\_\_\_\_

School Administrator's Telephone: \_\_\_\_\_



## Section 2: Field Trips

### Fall Semester

Field trip destination 1:

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Summary of field trip activities:

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Field trip destination 2:

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Summary of field trip activities:

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Field trip destination 3:

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Summary of field trip activities:

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Field trip destination 4:

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Summary of field trip activities:

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Please provide a breakdown of the field trip costs:

Travel (e. g. gas, train tickets):      \$ \_\_\_\_\_

Activity (e. g. passes, tickets):      \$ \_\_\_\_\_

Materials:      \$ \_\_\_\_\_

Food:      \$ \_\_\_\_\_

Lodging:      \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

## Section 2: Field Trips (Continued)

### Spring Semester

Field trip destination 1:

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Summary of field trip activities:

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Field trip destination 2:

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Summary of field trip activities:

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Field trip destination 3:

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Summary of field trip activities:

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Field trip destination 4:

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Summary of field trip activities:

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Please provide a breakdown of the field trip costs:

Travel (e. g. gas, train tickets):      \$ \_\_\_\_\_

Activity (e. g. passes, tickets):      \$ \_\_\_\_\_

Materials:      \$ \_\_\_\_\_

Food:      \$ \_\_\_\_\_

Lodging:      \$ \_\_\_\_\_      \$ \_\_\_\_\_

# GUIDELINES AGREEMENT

Please ensure you have read and understood our guidelines (\*Trailblazer Outdoor Club Guidelines can be found on the “Apply for a Club” page of our website) then review the following in full and initial where indicated to show your agreement:

The Trailblazer Outdoor Club advisor(s) **must submit** a Trailblazer Outdoor Club Work Plan at the beginning of each school semester. If grant funds have already been awarded, recipients **must not** spend grant funds until the work plan has been approved by the Commission.

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If the club advisor leaves the recipient school, the school must confirm this change with the Commission, detailing which teacher will be taking over the advisor position. Recipient schools **must not** spend grant funds until the amendment has been acknowledged by the Commission.

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Shipping costs **must not** exceed more than 5% of the total amount awarded.

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Grant funds **must not** be spent on items that were not approved by the Commission in the original work plan. Any amendments to the original work plan must be communicated to and approved by the Commission. If a recipient spends funds improperly, the Commission will require the recipient school to return all misspent funds.

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GO Grant funds **must be** expended by the recipient within the 2023-2024 school year. Should a recipient need to adjust this time frame, the advisor must request approval from the Commission.

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Trailblazer Outdoor Club purchases **must be** reported by the end of each semester. The recipient **must submit TWO documents showing proof of purchase** that grant funds have been used appropriately. The Commission cannot accept invoices, order forms, quotes, or email correspondence as proof of purchase. We require receipts, check stubs, and/or account transaction statements as proof of purchase. The Commission is not responsible for contacting businesses, organizations, or central school offices for said proof of purchase.

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At the end of each semester the recipient school **must submit** photos of the club activities to [GoOutside@nc.gov](mailto:GoOutside@nc.gov)

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# DISCLAIMER AND SIGNATURE

I acknowledge that this application was completed with true and accurate information. If the school is successful in receiving approval from the North Carolina Youth Outdoor Engagement Commission on their Trailblazer Outdoor Club Work Plan" we will use the funds in accordance with our outlined plan and budget. Should we need to make changes to the work plan, I understand that these changes must be approved by the North Carolina Youth Outdoor Engagement Commission before I proceed with any changes to this original work plan. Additionally, I acknowledge that grant access is not guaranteed for the 2024-2025 school year. Furthermore, I acknowledge I have read, understand, and agree to comply with the North Carolina Youth Outdoor Engagement Commission's Trailblazer Outdoor Club Guidelines located on the Commission's website.

Signature of Club Advisor: \_\_\_\_\_

Date: \_\_\_\_\_ Club Advisor's Position: \_\_\_\_\_

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

Date: \_\_\_\_\_

Please return this completed work plan, along with any additional supporting documentation, to:

N.C. Youth Outdoor Engagement Commission    OR    GoOutside@nc.gov  
1715 Mail Service Center  
Raleigh, NC 27699-1715

For additional information, please contact:

Alan Pomeroy, Program Director  
919-707-4033  
GoOutside@nc.gov  
www.GoOutside.nc.gov

