KECLA Field Trip Application Form

Korean Education Center in Los Angeles
680 Wilshire Pl., Ste 200, Los Angeles, CA 90005 · (213) 386-3112

Please email the completed form to: chungsarah.kecla@gmail.com

Before you apply

- Field trips are for K–12 public and private schools, Tuesday through Friday only.
- Please apply at least one month in advance.
- Each class runs 1 to 1.5 hours, with a maximum of 24 students per class.
- The field trip can take place at KECLA or at your school.
- School buses may park at the meter parking in front of KECLA. No parking is available for personal vehicles.

PART 1. SCHOOL INFORMATION

School Name	
School Address	
Contact Person (Name & Title)	
Contact Email	
Contact Phone Number	
Total Number of Students	
Grade Level(s)	
Number of Teachers / Chaperones	

Field Trip Location	☐ At KECLA ☐ At our school

PART 2. PREFERRED FIELD TRIP DATES

Please provide three dates in order of preference. KECLA will review availability and confirm the scheduled date. Field trips are available Tuesday through Friday only.

Choice	Preferred Date (Tue–Fri)	Arrival Time	Must Board Bus By
1st Choice			
2nd Choice			
3rd Choice			

PART 3. CLASS SCHEDULE & INSTRUCTORS

List each class in order. Include a row for lunch or snack time if students will eat on site.

Programs offered: Korean Folk Painting & Craft (Minhwa), Korean Crafts, Calligraphy, Nanta, Samulnori, Taekwondo, Korean Dance, K-Pop Dance (grades 3–12), Korean Traditional Music, Korean History Hall Tour (30 min).

Requested Schedule

Class Time	Grade	Students	Requested Program	Switch (Y)	Eating (Y)	Instructor Name	Total Hrs
Example: 9:30 – 10:30	*K*	*10*	*Korean Crafts*	*Y*		*(Name)*	*1*
Example: 10:30 – 11:30		*ALL*	*Lunch / snack*		*Y*		
Example: 11:30 – 12:30	*1*	*10*	*K-Pop Dance*	*Y*		*(Name)*	*1*

How to fill in this table

- Switch: enter "Y" if students rotate between multiple classes. If there is no "Y", the class will not rotate.
- Eating: enter "Y" on the row that is the lunch or snack block.
- Instructor Name and Total Hrs: enter what you agreed with the instructor in advance. Please confirm all material costs with the instructor before applying.
- Art classes: please name the type of class (for example, Korean Crafts or Calligraphy). Elementary students may need more than one hour to finish art projects.
- Active programs such as K-Pop Dance: sessions longer than one hour may be tiring for students.

PART 4. TOTAL FIELD TRIP BUDGET

What is your school's total field trip budget, including instructor fees and material fees (if any)?

Total budget: $

PART 5. ADDITIONAL ARRANGEMENTS

1. Will students need a designated room for snacks or lunch?

☐ Yes ☐ No If yes, requested time:

A room cannot be guaranteed unless the request is made before the day of the visit.

2. Additional requests or special arrangements

PART 6. PHOTO & VIDEO POLICY AND ACKNOWLEDGMENT

KECLA may take photographs and video during field trip activities for educational, documentation and promotional purposes, including use on its website, social media, publications and other official communications. By participating at KECLA, the school agrees to this practice. The school is responsible for obtaining consent from parents or legal guardians. If any student must not be photographed or recorded, the school must notify KECLA and identify those students before the program.

☐ Some students must not be photographed or recorded. I will send KECLA their names before the visit.

By submitting this application, I confirm that:

- The information provided is accurate.
- I have contacted the relevant instructors to confirm program details and material costs.
- The school has obtained the necessary parent/guardian permissions for photos and video, and has told KECLA about any students who must not be photographed or recorded.

School Representative Name	
Position / Title	
Signature	
Date	

Thank you for your interest in KECLA's cultural education programs!