

FIELD TRIP ITINERARY

Memorandum for: Record

Memorandum From: _____, Principal, _____ school

In Re: Field Trip Attendance and Itinerary

School: _____

Who (organization): _____

Where (location): _____

Why (purpose): _____

When: Depart: _____ Return: _____

Method of Travel: _____

Staff member in charge: _____

Student Participants (list names or attach roster):

- | | | |
|-----|-----|-----|
| 1. | 11. | 21. |
| 2. | 12. | 22. |
| 3. | 13. | 23. |
| 4. | 14. | 24. |
| 5. | 15. | 25. |
| 6. | 16. | 26. |
| 7. | 17. | 27. |
| 8. | 18. | 28. |
| 9. | 19. | 29. |
| 10. | 20. | 30. |

Chaperone Names (list names)

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |