

Memo



Office of the Assistant Principal

Date: Dec. 21, 2017

To: Dr. Kent Mutchler

From: Scott McPeak

Re: Out-of-state Field Trip Request *OK Koen*

The following information pertains to a request made by a GHS faculty member and club sponsor to attend an event outside the State of Illinois:

Event: Outdoor Club Hiking trip

Trip Destination(s)/Date(s): Kettle Moraine State Park, Eagle, Wisconsin

Length/time of trip: This trip will be a day trip (departing in the morning, returning in the evening)

Staff Member: Bryan Ketter (sponsor), Taylor baker

Group: Outdoor Club

of Students: 10

of Chaperones (if app.): 2

Transportation: Activity bus

Total Cost of trip: \$25.00

How the trip will be paid for: Student funded

Educational Benefit of trip: The Outdoor Club is a student initiated club offering students the opportunity to connect with nature while visiting state parks.

Cc:

Bonnie Johnson

Tom Rogers

Bryan Ketter