

Memo

Date: _____

To: Dr. Andy Barrett

From: GHS Building Administration

Re: Out-of-state Field Trip Request

Cc: _____

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:

Destination/Event: _____

Date of trip: _____

Length/time of trip: _____

Staff Member: _____

Group: _____

of Students: _____

of Chaperones (if app.): _____

Transportation: _____

Total Cost of trip (please complete cost estimate on page 2): _____

How the trip will be paid for:

Educational Benefit of trip: