

# Memo



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

To: Dr. Andy Barrett

From: GHS Building Administration

Re: Out-of-state Field Trip Request

Cc: \_\_\_\_\_

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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: