Field Trip or Educational Event Planning

{Date}					
Field Trip or Event				Cost	
Location		Website			
Time to Meet	Where to meet?			Time to leave	
Field Trip Group Leaders					
Lunch Details 🔲 Bring i	t. 🔲 Eat there. Menu Cho	ices			
Educational Objective					
Any paperwork to sign a	and return? \Box Y \Box N; If yes	to whom?			
Details for Trip or Event			To-Do/Follow Up		
Field Trip Group Remind	ders or Guidelines Posted				
{Date} □M □T □					
{Date} M T Field Trip or Event		1		Cost	
		Website			
Field Trip or Event	Where to meet?	Website		Cost Time to leave	
Field Trip or Event Location	Where to meet?	Website		1	
Field Trip or Event Location Time to Meet	Where to meet?	1		1	
Field Trip or Event Location Time to Meet Field Trip Group Leaders	Where to meet?	1		1	
Field Trip or Event Location Time to Meet Field Trip Group Leaders Lunch Details 🗆 Bring i Educational Objective	Where to meet?	ices		1	
Field Trip or Event Location Time to Meet Field Trip Group Leaders Lunch Details 🗆 Bring i Educational Objective	Where to meet? s t. 🗆 Eat there. Menu Cho and return? 🗆Y 🗆N; If yes	ices		1	
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