

Field Trip Attendance Sheet

Date: _____

Name, address and telephone number of destination:

Names of staff attending:

Names of volunteers attending: _____

	Name	On	Off	On	Off	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

*One copy is given to the person in charge at the center before the van/ bus departs and another copy is taken and kept in the Field Trip Notebook.