Student Activities Group Travel

Memo

To: Public Safety
From: Andie Richmond, Coordinator of Student Activities
CC: Meri Phillips, Director of Student Activities
Date:
Re: Student Activities Group Travel

The following College of DuPage Club or Organization:_____

will be traveling to: _____on the following date: _____.

They will return on:_____

You will find attached:

- Copies of the club itinerary
- Complete list of attendees
- Name of Trip Advisor:_____
- Trip Advisor Phone # *while traveling*:_____

The following cars will be left at COD overnight:

Name of Attendee	Car Color	Make/Model	License Plate #	Emergency Contact Phone #	Parking Lot #