

NOTE:
Memo may be modified
per district policy/needs

MEMO TO: Site Administrators
School District Name

FROM:

DATE:

SUBJECT: Marking Fields – Grounds Crew

The grounds crew will begin to line your fields and volleyball courts (*insert day & date*).
Students may not be on the field at any time while the field is being marked and for the rest of the day. That area will be off limits. The grounds crew will check in with the principal before they begin lining the field.

We will attempt to spray according to the following schedule, weather and other conditions permitting:

		<u>A.M.</u>	<u>P.M.</u>
Day	Date	Site Name	Site Name
Day	Date	Site Name	Site Name

SITE ADMINISTRATORS: Please verify that you have seen this memo by signing below and faxing it to the D.O.E. at (telephone no.).

(print name)

(signature)

(date)

XX:xx