

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