**xx區xx營xx班總人數 ●教室編號** (椅子的營隊紙): **\_\_\_\_\_**【第一天報到9:30點名，名單上打勾數**\_\_\_\_\_\_**班上人頭數**\_\_\_\_\_\_**】

情況A:打勾數比人頭數少，有別班跑來。問:誰沒被老師點到名字。(抓出是誰，交給大隊長) / 情況B:打勾數比人頭數多，你們班的跑去別班。沒打勾的名字。(立刻告訴大隊長,少誰)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 人  數 | 1day  9:30點名 | 歡樂time  點名 | 2day  9:30點名 | 歡樂time  點名 | 3day  9:30點名 | 歡樂time  點名 | 4day  9:30點名 | 歡樂time  點名 | 5day  9:30點名 | 歡樂time  點名 | 報到 | **姓名** | **年級** | **手機** | **住家電話** | **家長叮嚀**  **/疾病** | **接回時間** | **素** | **加購** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 21 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 22 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 23 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 24 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 25 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 26 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 27 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 28 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 29 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 31 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 32 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 33 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 34 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**▲【便當統計表】** (請老師點完名，統計好再交給行政)

**星期一，**葷\_\_\_\_\_ 人 + 素\_\_\_\_\_人 **星期二，**葷\_\_\_\_\_ 人 + 素\_\_\_\_\_人 **星期三，**葷\_\_\_\_\_ 人 + 素\_\_\_\_\_人 **星期四，**葷\_\_\_\_\_ 人 + 素\_\_\_\_\_人 **星期五，**葷\_\_\_\_\_ 人 + 素\_\_\_\_\_人

注意事項

1這個表格是五天的營隊專用的

2.該班上課教室，請當天觀察教室位置，在教室編號寫上各班的編號應該在那一間教室。

3.一個班級，縮成一張就好，字大小可以改成11~或10字，或用最小行高。(有影片說明檔)

4.家長的叮嚀，請刪除不重要的，保持在一行

5.年級請留下重點字,EX: 幼大升小一 🡪 升一 ；一年級升二年級 🡪 升二

6..家長的叮嚀與疾病用在同一欄

7.葷食請刪除，名單只留素食，空白格只需寫一個『**素**』字，請用粗體字。標示清楚

8.如果人數超過30人，家長有問起多少人:一律說大約30人左右

9.第一欄灰字為範例，看完可刪除覆蓋

~**看完之後請牢記，刪除紅色的文字,保持一張A4**