

Field Trip/Special Activity Request Form

(Must be turned in at least two weeks before activity date or field trip)

Date _____

Date of event/trip _____ Day _____

Starting time _____

Ending time _____

Location _____

Approximately how many children _____

Age of Children _____

- Special Event on site
- Field Trip off site

How many Adult Chaperons do you have to help you? _____

(Please list their Names and phone numbers below)

Name

Phone Number

| Name | Phone Number |
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Description of activities planned

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What type of supplies or transportation will you need?

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| |

Your Name _____ Phone Number _____

When planning an event or field trip you assume all planning responsibilities. We will contact you within one week of receiving this form to discuss things like information flyers, forms needed, supplies you may need and other arrangements that may need to be made for your event/field trip. You may also contact the Church office if you have any other questions.