

MINISTRY LEADER:

Fill out the "Required Information" box below to begin the activity request form process. Return the completed form to the church office. A support staff member will contact you to complete the activity request form process. Once the activity is approved, you will receive a written confirmation for the activity.

REQUIRED INFORMATION

This activity is for (check all that apply): Adults Youth Children

Activity Name: Class: Cost:

Departure Date/Time: Return Date/Time:

Location:

Chaperones:

Contact Person For Event: Daytime Phone:

Tell us about your event:

Ministry Leader Approval: Date:

FOR OFFICE USE

Pastoral Approval (Required):

_____ Date _____ Received in office _____ (Date/Time/Initials)
