



Office Use Only:				
<input type="checkbox"/>	RF _____	<input type="checkbox"/>	SF	
<input type="checkbox"/>	Review _____	Y N	<input type="checkbox"/>	Review
<input type="checkbox"/>	MLRF _____	<input type="checkbox"/>	MLRF	

Activity Request Form

This form is to be completed and submitted to the Risk Management Committee (RMC) no later than **30 days prior to your activity**. After your activity is over, an *Activity Summary Form* must be completed and turned in to the RMC. Please also turn in all Medical & Liability Release Forms with the *Activity Summary Form*.

Today's Date: _____ Person in charge of Activity _____

Name of group activity is planned for _____

What are the dates of your activity? _____

Start Time of Activity _____ Ending Time of Activity _____

Anticipated number of minors attending _____

Please list the workers who will be attending this event: _____

Where is everybody supposed to meet? (at the church or somewhere else) _____

Where will everybody be picked up after the activity is over? _____

Describe in detail where you will be going, what you will be doing, and list any equipment, supplies, or materials, that FBC needs to provide.

Are you taking the church bus? YES NO If yes, who is driving? _____

If no, why not? _____

What vehicles are you taking, who is driving them, and how many people can each vehicle safely transport?

