

Activity Protocol

Event Name

Describe Event

Location

Date: (Call Carmen before proceeding)

Time

Cost

Leader

Who this is for (Youth, all church, community..)

Why are you doing this?

What Ministry goal does it accomplish?

Considerations

Transportation 1. Qualified adult driver(s). 2. Fuel before and after (See Josh or Carmen). 3. Did you reserve the van/bus(s)? _____

Waiver Are the waiver properly filled out and signed?_____

First Aid Check out the first aid kit from Steve _____

Staffing Do you have at least 1-7 ratios? Do you have enough male & female staff?

Leaders: _____

Expenses: Did you go through the proper channels? Are all of the expenses paid off? Do you have a way to compensate the Youth/general Fund? Have you submitted a budget? _____

Calendar: Does the event conflict with other church activities?_____

Signature: _____

(Department Head)

Submit to Carmen at the church office