

ACTIVITY REQUEST FORM

1. Name of organization requesting the activity. _____
2. Date of the activity. _____
3. Description of the Activity.

4. Facility to be used for the activity. _____
5. Complete and have the Facility Use Form signed by the school Administration. (Pink Sheet).
 - a. Facility Use Form _____
6. List the costs associated with the activity and attach the necessary paperwork. (See Mrs. Hicks for paperwork)
 - a. See Mrs. Hicks for the following –
 - i. Cash Box (2 days notice) _____
 - ii. Bus Request _____
 - iii. Permission Slips/Dance passes _____
 - b. Complete and attach copies of the necessary forms.
 - c. All contracts must be signed by the advisors and Mrs. McNeil. Students cannot sign any contract for services.
 - d. Remember Students cannot be reimbursed for any expenses unless there was prior approval from Mrs. McNeil.
7. The Advisors of the sponsoring activity approve the activity by signing below.
 - a. _____
 - b. _____
 - c. _____
 - d. _____
8. Are there any chaperones needed for the activity, if yes please list their names below (need to be preapproved if not on the background list).
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
9. When the above items are completed please bring this form to the office for final Administration approval.
 - a. _____