



TRIP ITENERARY FORM (Off property Activities only)

Department/ Ministry: _____ Ministry Pastor: _____

Activity Name: _____

Date of Activity: _____ thru _____ Departure Time: _____ Return Time: _____

Volunteer Overseeing Activity: _____

The Pastor in charge of the activity is responsible for having this form filled out COMPLETELY before departing the church for any church-related activity. A copy of this form is to be turned in to the office before departure. You must attach list of ALL participating, including chaperones. Also include a copy of all literature distributed to participants pertaining to this activity.

Emergency Phone Numbers (please list all phone numbers where you or a member of your party may be reached at ANY TIME during the activity)

Destination: _____

Accommodations Name (if applicable): _____

Accommodations Voice Phone Number (if applicable): _____

Please use the following check list as a guide to help you prepare for your activity:

- Activity Request form completed
- Bulletin Insert request form (if applicable)
- Permission Slips completed for all participants
- Itinerary provided for parents
- Emergency Phone Numbers provided for parents
- List of participants attached to this form
- Completed form turned into Business Office

