Activity Proposal

(Submit this form to the office **two weeks prior to activity** for approval.)

**Grade and theme:**

**Date of the activity:**

**Description of activity / field trip:**

**Location of activity: (If using a larger school space, like the gym or cafeteria, please check availability with Jo W. in the office.)**

**Fees or items that will require either advance payment or reimbursement:**

**Logistics:**

* Have the teachers been consulted?
* If this is a field trip:
  + Are buses required?
  + Permission slips discussed w/teachers?
  + Securing chaperones discussed w/teachers?
  + If using cars: driver’s licenses, insurance & boosters?

**If you aren’t contacted by the office, your Activity Proposal has been approved!**

***\* \* \* Please file a copy of this form in your Stewardship binder \* \* \****

**August 2016**