



Ministry Activity Plan

Sunnylane Southern Baptist Church

Date: _____ Ministry Department/Group: _____

Person Planning: _____

Contact Info: Phone #: _____ E-mail: _____

Ministry Activity Planned: _____

Ministry Purpose of Activity: _____

Preferred Date(s) & Time: 1st Choice _____
2nd Choice _____

- Are Sunnylane church vehicles needed for this activity? Yes No

If yes: Will you be collecting money from participants to help with fuel expense? Yes No

How many vehicles are needed? _____ Van(s) _____ Bus

Who will be driving the Church vehicles? _____

- Does this activity require funding? Yes No

If yes: How much money do you anticipate needing?

Deposits: \$ _____ Total: \$ _____ Cash Check

Date you will need money/deposits: _____

- Will you be needing any other church supplies or paper products? Yes No

If yes: What / How many? _____

- Does this activity need posted in the bulletin or newsletter? Yes No

If yes: Please attach complete details and information for announcement *on a separate piece of paper.*

- Please complete this form and return to Church Office ASAP prior to activity to allow for planning of Church resources and calendar.

- You will be contacted by the Office within 3 business days verifying the scheduling of your activity.