



TRIP PLANNING SHEET

Instructions:

Church policy requires children's and youth ministry workers to complete this form prior to events involving children that meet are:

1. Trips off site.
2. Overnight events (in town or out).

Submitted by:

Name _____ Date _____

Approved by:

Name _____ Date _____

Destination:

When will you leave:

Date _____ Time _____

When do you expect to return?

Date _____ Time _____

Who is going on this trip?

Sunday School Youth Group Other _____

Adult workers who will be going:

Name _____

Name _____

Name _____

Adult Drivers:

Names _____

Emergency phone number(s) where you (as the event leader) can be reached:

Cell phone _____ Destination phone _____

If phone contact is not possible, what is the best way to contact you in an

emergency? (i.e. Sheriff's Department, park ranger, etc.) _____