

Morningside Baptist Church Trip Planning Form

(Please submit this form to the Church Office for review by the staff and to check calendar & transportation availability before the event is publicized. You will be contacted by Church staff with confirmation.)

Ministry/Group _____ Leader _____

Date(s) of Trip _____ Times of Trip _____

Number of students/adults expected to attend this trip/event:

Total _____

Girls (under 18) _____ Boys (under 18) _____

Ladies (over 18) _____ Men (over 18) _____

Transportation needed: _____

Check here if Church bus needs to be reserved

Briefly describe the purpose of this trip/activity: _____

Cost of trip/event (Please list below the budget line item(s) that this trip/event will affect; please attach a detailed breakdown, if applicable.):

• Budget Line Item(s) & cost this trip will affect: _____ \$ _____

_____ \$ _____

• Payment you will receive from each person: _____ \$ _____

Please list fund raising events that have been planned for raising money for attendees:

Date	Description
_____	_____
_____	_____
_____	_____
_____	_____

Please list the chaperones/drivers that will be attending this trip/event:

Name	Role (chaperone/driver)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

As the sponsor of this trip, I pledge that:

1. I will brief all chaperones and drivers on child abuse prevention guidelines before departing on the trip.
2. If participants include children of both genders, at least one chaperone of each gender will accompany the group.
3. If an overnight stay is planned, separate sleeping accommodations will be provided for both genders.
4. I have an up to date permission/medical form on each attendee which also includes emergency contact numbers for parent(s).

Please note:

- For trips with a duration of more than 24 hours, attach a planned agenda for the trip.
- For trips with a distance of more than 100 miles, attach an intended route map for the trip.
- Prior to departure for the trip, please submit a list of all participants attending this trip/event to the Church Office.

Submitted By (Please sign.)

Date