

Preliminary/Final Youth Event Request Form
Collins & West Hartland United Methodist Church

4290 Hartland Center Road
Collins, Ohio 44826

1. Name of Primary Adult Leader for the Event. _____

2. Name of the Event _____

3. Date of the Event _____

4. Telephone number where you can be reached. _____

5. Location of Event _____

6. Time & Place you will be leaving from _____

7. Time & Place will be arriving back to _____

8. Other Adults Participating _____

9. Is Transportation to Event Necessary? _____

10. How Will Transportation Be Arranged? _____

Names of Persons Driving Automobiles _____

11. Names of youth attending. (If guests of our youth are attending, please give parent's names and telephone numbers.) _____

12. Cost of the Event:

Per Group _____

Per Person _____

Will fund-raisers be necessary? _____ What fund-raisers are planned? Dates?

13. Does the Event have guidelines for acceptable behavior? _____

Attach a copy of those guidelines.

Event Approved _____ Date _____

Signature of Event Leader _____

Signature of Pastor/Youth Director _____

- Before the group leaves for this event, please leave a copy of this form in the church office. Make sure the form is up to date with everyone's name included.
- Parents should have the telephone number where you can be reached also.