



## Activity Request Form

Staff Leaders & Phone Numbers (There must be at least 2+ staff according to the # of students):

\_\_\_\_\_

Type of Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Time of Activity: \_\_\_\_\_

Place of Activity: \_\_\_\_\_

Cost per student: \_\_\_\_\_

Liability Release (check if you have them all)

Transportation: \_\_\_\_\_

Number of students expected: \_\_\_\_\_

Which event(s) are you requesting a scholarship for? \_\_\_\_\_

Name and Phone Number of leader submitting request:

\_\_\_\_\_

Date Submitted: \_\_\_\_\_ (Turn in request at least 2 weeks prior to event)

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### For Office Use Only

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Approved By

\_\_\_\_\_

Date Approved