

## 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:** \_\_\_\_\_

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**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**