



St. Sanctuary Church  
**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.) \_\_\_\_\_