

REQUEST FOR APPROVAL: OVERNIGHT STAYS

This form must be submitted as far in advance as possible to the appropriate person: For parish religious education trips, to the Pastor and Director of Catechetical Ministry. For parish youth ministry events, to the Pastor and Director of Youth Ministry. For schools, to the Pastor and the Superintendent of Schools.

Name of sponsoring parish/school: _____

Name of contact person: _____ phone: _____

Address _____ e-mail _____

Type of activity (ies): _____

Dates: _____ Place: _____

What is the purpose of the event? _____

What else is occurring at the event when the group will be there? _____

What type of sleeping accommodations will be used? _____

What will be the adult child ratio? _____ All adults fingerprinted? _____

What type of transportation will be used? _____

What type of training/preparation will be done in advance? _____

Please include a list of names of the chaperones 18 and over who will be participating directly or indirectly on the overnight stay, also a list of the names of the young people participating.

For Diocese

Approved by: _____ Date: _____