

GREENTREE CHURCH ACTIVITY FORM

READ OUR CHURCH ACTIVITY POLICIES AND PROCEDURES ON THE OPPOSITE SIDE. THEN COMPLETE THIS FORM FULLY. ALL INFORMATION MUST BE INCLUDED ON THE FORM OR ON ATTACHED SHEETS. THIS FORM MUST BE SUBMITTED TO THE CHURCH OFFICE 4 WEEKS PRIOR TO THE EVENT AND BEFORE ANY PUBLIC ANNOUNCEMENT IS MADE REGARDING THE ACTIVITY. IF YOU NEED PRELIMINARY APPROVAL TO PLACE THIS EVENT ON THE CHURCH CALENDAR, CHECK WITH YOUR SUPERVISOR OR PASTOR.

Activity Director: _____ (Person responsible for conducting this activity) Group Name: _____

Home Phone: () _____ Cell:() _____ E-mail: _____
(Circle which of the above is best to contact you)

Description of Activity: _____
(Attach additional sheet, if necessary)

Date(s): _____ Start Time: _____ am / pm End Time: _____ am / pm

If on campus, building requested: _____ Anticipated Group Size: _____

Special furniture/equipment to be used: _____

Guest Speaker: _____ Topic: _____

If off Campus: 1 leaving from church 1 meeting at location 1 transporting participants

(Drivers if transporting: _____)

Facility & Address: _____

Participant Sign Up Required? 1Yes 1 No Last date to sign up? _____

Information/Forms Needed – If office is to prepare, attach description with desired information.

Participant cost: \$ _____ Payable when? 1 at sign up 1 two weeks prior 1 Other _____

Advance Costs- If there are any advance costs needed, explain what?, how much?, when?: _____

Children's Activities- Age/Grade: _____ List Supervisors: _____

Comments/Other Pertinent Information: _____

I have read the policies and procedures on the other side.

Date: _____ Signature of Activity Director: _____

Submit this form to the appropriate pastor or the church office at least 4 weeks before the activity.

Administrative Processing

Supervisor Approval: _____ Date: _____

Executive Pastor: _____ Date: _____

Comments: _____

Copies for Calendar (Dana) Facility (Doug) Sound (James) Info Center (Pat)

Finances (Susan) Other: _____

Copies made and distributed by _____ on _____

Greentree Church

Policy & Procedures for Church Activities

A ACTIVITY / GUEST SPEAKER

1. An **ACTIVITY FORM** needs to be completed for an event to be placed on the church calendar. A tentative approval that the calendar is open for the event may be secured but no event is approved officially until both the appropriate supervisor and pastor of administration have signed this form.
2. Outside speakers/organizations must receive prior approval in writing from the church office.
3. Alcoholic beverages and gambling (money bingo, raffles, etc.) are prohibited at all church events.
4. Sign-up sheets (when needed) can be provided at the Information Center before and after church services and at the church office during the week.

B PROMOTIONAL FLYER / SIGN-UP INFORMATION

1. An **ACTIVITY FORM** needs to be turned into the church office and approved before any public announcements are made concerning the activity.
2. All items placed in the Fellowship Mall for distribution must first be approved through the church office.
3. Using the **ACTIVITY FORM** information, the office can make flyers and signs for the Fellowship Mall, if requested. Flyers or sign-up sheets can be available at the Information Center two weeks prior to an activity.
4. Any announcements, letters or flyers prepared, need to be supplied to the church office as well. Any newspaper or mass media advertising must go through the church office.

C BUILDING AND EQUIPMENT REQUESTS

1. Four weeks advance notice is needed for all building and equipment requests.
2. Our maintenance/custodial staff does not set up or clean up for group activities.
3. All audio/visual equipment is delivered by the Building & Grounds Dept. and may not be relocated by anyone else.
4. Buildings/rooms associated with church services/church wide events (Worship Center, nurseries, Sunday School, etc.) preempt other uses. Also long-term activities – groups meeting year round (Seniors, support groups, etc.) have priority over one-time activities.
5. The Activity Director named on the opposite side is responsible to make sure the building/room is left clean and that the lights and utilities are turned off.

D FINANCES

1. All financial aspects of this activity must go through our church business office.
2. Any money collected by activity directors should be turned in to our church office within one week of being collected.
3. Receipts for expenses must be secured and turned in to our church office for all expenses.
4. If a check is needed for advance costs/reservations, use a church check requisition form with plenty of advance notice so the church can be prepared.
5. Any participant fees must be handed in at least two weeks prior to the event. Checks should be made payable to Greentree Church with a notation on the check of what the payment is for.
6. If there is a fee that a member or a regular attender cannot pay, please contact our Executive Pastor and arrangements can be made to assist.

E ISSUES INVOLVING CHILDREN

1. Parental permission/acknowledgement forms must be secured for off-campus activities with children age 18 or under. “Consent to treat” language must be part of all forms (available in the office or workroom). Permission form must be turned in to Director of Children’s & Youth Ministries.
2. There is a required number of competent adult supervisors required for all children’s activity groups based upon age of the children.
3. A list of all children on the activity, plus parent contact number, must be left at the church office for any activity that leaves from the church grounds.
4. Children may not be transported in personal vehicles without written parental permission.
5. We follow a two adult rule – that two adults (minimally) must always be present with children.