

SUNRAY ELEMENTARY SCHOOL

ACTIVITY REQUEST FORM

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

Time : From\_\_\_\_\_To

Faculty Member In Charge of Activity:\_\_\_\_\_

Type of Activity: \_\_\_\_\_  
(Guest Speaker, Field Trip, Special Event, etc.)

Number of Students Participating:\_\_\_\_\_ Cost to Students:\_\_\_\_\_

Location: \_\_\_\_\_

Mode of Transportation:  Private  Vehicle  Charter Bus  School Bus

Arrangements made for coverage of students who are not attending this activity:  
(Please send list of students to the office.)

Other Staff Members Attending this Activity:\_\_\_\_\_

(All personnel must complete a leave request and submit to secretary.)

Volunteers Assisting as Chaperones for this Activity:\_\_\_\_\_

Special Needs:\_\_\_\_\_

Areas affected by the activity, have been notified and alternate arrangements have been made, if needed: (schedule changes, bagged lunches, physical arrangements, student medications, etc.)

- Cafeteria     Clinic     Media     Guidance     A.L.L.     Custodial
- ESE     Art     Music     P.E    Other\_\_\_\_\_

\_\_\_\_\_  
Signature of Requesting Staff Member

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Administrator's Approval

\_\_\_\_\_  
Date of Approval

Revised Lunch Schedule by Administrator. Done\_\_\_\_\_Original to : Mrs. Yerkey