

**OFF-SITE EVENT APPLICATION (Church Board approval required)**

Rev. 3/4/26

1. THIS COMPLETED FORM must be submitted to the Church Clerk:
  - a. Five (5) days before the Church Board meeting immediately prior to the off-site event;  
OR
  - b. At least ten (10) days prior to the off-site event.
  
2. Ministry name \_\_\_\_\_
  
3. Ministry leader's name and cell phone number \_\_\_\_\_  
\_\_\_\_\_
  
4. Full name AND ADDRESS of off-site location \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. PURPOSE of event: \_\_\_\_\_
  
6. Date or dates off-site \_\_\_\_\_
  
7. Will WCHSDA Church property be used at event? Yes or No - if yes, list each item to be checked out: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
8. Will minors attend the off-site event? Yes or No - If yes, list full names AND CELL PHONE NUMBERS of all chaperones (CA AB 506 clearance is required for all chaperones) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
9. Transportation (provide Attachment, if needed) - PLEASE NOTE: **the Southern California Conference (SCC) does NOT allow the use of 15 passenger vans**
  - a. Provided by participants? Yes or No - If yes, list names of all adult drivers  
\_\_\_\_\_
  
  - b. Provided by ministry leader(s) and staff? Yes or No - If yes, list names of all adult drivers  
\_\_\_\_\_  
\_\_\_\_\_
  
  - c. Provided by third party? Yes or No - If yes, list company name and/or name(s) of all adult third party drivers \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
10. Time(s) - **required**
  - a. Time of departure \_\_\_\_\_ Depart from where? \_\_\_\_\_
  - b. Estimated time of arrival at off-site location \_\_\_\_\_
  - c. Estimated time of departure from off-site location \_\_\_\_\_
  - d. Estimate time of return \_\_\_\_\_
    - i. Return where? \_\_\_\_\_