

Impact Group Special Event Instructions

Here are some basic instructions to planning a special event with your group:

- 1) Decide with your group what event you want to do together including the date, time, activity, cost, and transportation needs.
- 2) Fill out this information on the Flight plan below and return it to any Student Life staff.
Note: To drive church buses you must be on the approved driver list. You will need to fill out this form in the office.
- 3) Send home the permission slip and event details page with your students a few weeks before the event. The students will keep the top part and return the bottom part to you.
- 4) Collect the permission slips BEFORE you leave for the trip.
- 5) Give permission slips stack to Student Life staff after the event is over. We will archive these in case of an issue that arises after the event is over.

FLIGHT PLAN

Leader Names: _____

Date of Event: _____ Event Start Time: _____ Event End Time: _____

Description of Event: _____

Transportation Plans including vehicle needs and driver names: _____



Impact Group Special Event

Date: _____ Group Leader: _____

Group Leader Phone Number: _____

Group Leader E-mail: _____

Description/Times: _____

Cost/What to Bring: _____

Drivers/Vehicle Type: _____

CUT-OFF BOTTOM SECTION AND RETURN TO IMPACT LEADER



PERMISSION TO TRANSPORT

I, the undersigned parent and/or guardian of _____ a minor, hereby give my permission for my child to be transported to and from and participate in the off-site Impact group activity on _____ (date) with Mount Pisgah Student Life, Mount Pisgah UMC. I do hereby release Mount Pisgah UMC from any liability and all adult sponsors or church staff in the event of any accident enroute, during and returning from ministry sponsored events.

Parent/Guardian Signature _____

Date: _____

Transportation Arrangements: (list drivers and type of vehicle)