

# Activities/Events Information Approval Form

This form needs to be filled out when planning a Mingus Union High School event taking place on or off school grounds. Any classroom trip, MUHS performance, club activity, or any other events involving Mingus students must have this form filled out and submitted to the Activities Director **no less than ten days prior to the event.**

Activity/Event Type:

Club  Athletics  Other  Please Specify: \_\_\_\_\_

Fundraiser: YES  NO

Fundraiser Request Form attached (if applicable)

Facilities Request Form attached (if applicable)

Name of Group or Club: \_\_\_\_\_

Location of event: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time: \_\_\_\_\_

Chaperones: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Itinerary for event include all details or attach information:

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Supervision Plan:

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Administration Assigned: YES  NO  Name of Administrator(s): \_\_\_\_\_

Number of Students participating: \_\_\_\_\_

Transportation Request Completed: YES  NO

Student Permission Emergency Form Completed (if applicable): YES  NO

**All Student Permission Emergency Forms must be with sponsor at all times during event.**

Sponsor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Activities Director signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_