

# Poultney High School Activity Approval Form

Class/Club/Group Sponsoring Event: \_\_\_\_\_

What is the Activity? \_\_\_\_\_

What is the purpose of the activity? \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Advisor/Contact Person: \_\_\_\_\_

Administrator on Duty for Activity: \_\_\_\_\_

Security Person on Duty for Activity: \_\_\_\_\_

Please attach the following to this request:

- Completed Building Use Form
- Set Up & Clean Up Committee
- Names of Chaperones
- Name of Custodian on Duty for Event
- Name of Person Responsible for any Monies Collected from this Activity
- Copy of Permission Slip if Activity is Off Campus
- Method of Transportation if Activity is Off Campus
  - Copies of Driver's Licenses of all private parties who are transporting students associated with this activity. (Not necessary if professional transportation is used for this activity.)

All necessary arrangements for this activity must be planned and in place prior to submitting this form. All required documentation must be submitted with the Activity Approval Form *at least* two weeks prior to the activity.

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For Office Use Only:

Date Submitted: \_\_\_\_\_ All documentation attached: \_\_\_\_\_

Approved: YES NO Reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Advisor/Contact Person

Administrator