



Policies & Procedures for Church Activities

A. Activity/Guest Speaker

1. An **Activity Form** needs to be completed for an event to be placed on the church calendar. A tentative approval that the calendar is open for the event may be secured but no event is approved officially until both the appropriate supervisor and Executive Pastor has approved this form. This must be completed *before* any public announcements are made
2. Outside speakers/organizations must receive prior approval from the appropriate pastor.
3. Using the **Activity Form** information, the office can make flyers and signs for the Fellowship mall, if requested. Flyers or sign-up sheets can be made available at the Welcome Center prior to an activity. All items placed in the Fellowship Mall for distribution must be approved through the church office.
4. Any announcements, letters or flyers prepared, need to be supplied to the church office as well. Any newspaper or mass media advertising must go through the church office.
5. Sign up sheets (when needed) can be provided at the Welcome Center before and after church services.
6. Alcoholic beverages and gambling (money bingo, raffles, etc.) are prohibited at all church events.
7. Please complete this form fully and accurately to avoid delays. Please avoid changes after approval, but if necessary, contact the Executive Pastor.

B. Building and Equipment Requests

1. Our maintenance/custodial staff does not set up or clean up for group activities. Each director will be responsible for set-up immediately before the activity.
2. All audio/visual equipment is delivered by the building & Grounds Dept. and may not be relocated by anyone else.
3. Buildings/rooms associated with church services/church wide events (Worship Center, nurseries, Sunday School etc.) preempt other uses. Also long-term activities - groups meeting year round (Seniors, support groups, etc.) have priority over one-time activities.
4. The Activity Director named on the opposite side is responsible to make sure the building/room is left clean and that the lights and utilities are turned off. Please check all restroom areas as well.
5. Special permissions is required to use kitchen facilities. Include this need in your request.

C. Finances

1. All financial aspects of this activity must go through our church business office. (In some cases the church office may require a projected budget of income and expenses in advance or following the event).
2. Receipts must be secured and turned in for all expenses.
3. If a check is needed for advance costs/reservations, use a church check pink requisition form with at least two weeks advance notice so the check can be prepared.
4. All participant fees must be handed in to the church office immediately, and all collections should be complete, at least two weeks prior to the event. Checks should be made payable to Greentree Church with a notation on the check of what the payment is for.
5. If there is a fee that a member or regular attender cannot pay, please contact a pastor and arrangements can be made to assist. Full or partial scholarships may be available.

D. Issues Involving Children - Safety and Security Are Required

1. Parental permission/acknowledgement forms must be secured for off-campus activities with children under the age of 18. "Consent to treat" language must be part of all forms (available in the office or workroom).
2. There is a required number of competent adult supervisors required for all children's activity groups based upon age of the children. Children are never to be left without appropriate supervision.
3. A list of all children on the activity, plus parent contact number, must be left at the church office for any activity in which children leave from the church grounds.
4. Children may not be transported in personal vehicles without written parental permission. Drivers must have insurance, and reveal any tickets within the prior two years and be age 25 or above.
5. We follow a two adult rule - that two adults (minimally) must always be present with children.



CHURCH ACTIVITY FORM

Read our church Activity Policies and Procedures on the opposite side, then complete this form fully. All information must be included on the form or on attached sheets. This form must be submitted to the church office **4 weeks prior to the event and before any public announcement** is made regarding the activity. If you need preliminary approval to place this event on the church calendar, check with your supervisor or pastor.

Activity Director: _____ Group: _____
(Person responsible for conducting this activity)

Home Phone: () _____ Cell: () _____ E-mail: _____
(Circle which of the above is best to contact you)

Description of Activity: _____
(Attach additional sheet, if necessary)

Date(s): _____ Start Time: _____ am/pm End Time: _____ am/pm

If on campus, Building requested: _____ Anticipated Group Size: _____

Equipment/special furniture to be used: _____

Guest Speaker: _____ Topic: _____

Kitchen Needs: Paper products Cooking use Coffee makers 12 cup/100 cup Staging area
 Soda Machine Other: _____

Participant Sign-up: Required? Yes No Last date to sign up? _____

Information/forms Needed to Sign Up (Describe if needed): _____

Participant cost: \$ _____ Payable when? at sign up two week prior Other _____

Advance Costs - If there are any advance costs to our church, explain what?, how much?, when?: _____

If off campus: leaving from church meeting at location transporting participants

List approved drivers, if transporting children: _____

Destination name: _____ Town: _____ Phone: _____

Children's Activities: Age/Grade: _____ List of supervisors (required): _____

Comments/Other Pertinent Information: _____

ATTACH ADDITIONAL SHEETS OR EXPLANATIONS OR FORMS AS ADVISABLE

I have read the Greentree policies and procedures on the other side and agree to follow them.

Date: _____ Signature of Activity Director: _____

Submit this form to your supervisor or appropriate pastor at least 4 weeks before the activity.

Administrative Processing

Supervising Pastor: _____ Date: _____

Executive Pastor: _____ Date: _____

Comments: _____

Copies for Calendar (Dana) Facility (Doug) Sound (James) Info Center (Pat) Finances (Susan) Kitchen (Chris)

Other: _____

Copies made and distributed by: _____ Date: _____