

BUS USE REQUEST FORM

LYNWOOD BAPTIST CHURCH



PLEASE COMPLETE ENTIRE FORM AND SUBMIT TO CHURCH OFFICE AT LEAST 1 MONTH PRIOR TO EVENT.
BUS USE FORM MUST BE APPROVED AT STAFF MEETING.

Contact Name:

Contact Phone:

Date(s) Bus Needed:

Destination:

Departure Time (from LBC):

Return Time (time arriving @ LBC):

Departing Flight:

(departure time, name of airline & flight number)

Return Flight:

(arrival time, name of airline & flight number)

Ministry To Expense:

Event Name:

Total Number Expected

(including drivers): _____

Indicate number of vehicles needed: _____

(each bus's capacity is 15, including driver)

(LBC currently has 3 buses)

Name of Driver(s):

Names of Additional Chaperones (if appl.):

Check here if drivers are needed:

Special Needs/Comments:

Announce in Bulletin/Newsletter? Y or N

Office Use Only:

Submitted request to Executive Pastor

Date: _____

Copy of approved form to Bookkeeper

Date: _____

FOR STAFF USE

Name(s) of Driver(s):

Approved by:

Approval Date: