

Safe Sanctuary Policy
First Presbyterian Church, Arlington Heights, Illinois

ADULT LEADERSHIP FORM

Complete the first five columns and submit to the Business Administrator's Office:

- Day Events – No later than 2 weeks before the event begins
- Overnight Events – No later than 1 month before the event begins

If two different age groups are attending the same conference, two separate forms must be completed and submitted.

Event Name _____ Dates _____

Sponsoring Group _____ Overnight? _____

Contact Person _____ Primary Staff at Event _____

Contact No. _____ No of Children/Youth: Males _____ Females _____

Transportation: (Church or personal vehicle(s), chartered bus, other) _____

Church transportation requires copy of Drivers License. Personal transportation requires copy of Driver's License, proof of insurance, and completed Children/Youth Transportation Form.

Name of Adult	Age if Under 25	Church Member Date	Train Date	Current Rcmntmt Form	Background Check
<i>Please include an * after the name of all drivers</i>					

Submission Signature _____ Date _____

Business Administrator's Signature _____ Date _____

Use reverse side for additional names

