THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

Activity Plan

Description of activity

Location of activity	Date

Purpose of activity, including how it will help accomplish the mission of the Church

Special needs of participants

Estimated cost	Source of funds

Administration

Organization	Ward/Branch	Stake

Person in charge	Telephone number	Other supervisors/chaperons

Transportation Name of driver or commercial transportation company	Telephone number	Insurance carrier and policy number

Itinerary

Date	Travel to	Travel from	Miles
Meals		Lodging facility	Telephone number
Date	Travel to	Travel from	Miles
Meals		Lodging facility	Telephone number
Date	Travel to	Travel from	Miles
Meals		Lodging facility	Telephone number

Other considerations

Approval

Activity leader's signature	Date	Bishop's signature	Date
Stake president's signature (when required)	Date	Other signature (when required)	Date
Other signature (when required)	Date	Other signature (when required)	Date

Guidelines

Accidents and injuries are an unnecessary intrusion into activities. Think first of the safety of participants when selecting, planning, and conducting activities. A majority of life-threatening injuries and property loss can be prevented.

To minimize accidents and injury:

1. Seek the inspiration of the Lord when selecting, planning, and conducting activities.
2. Carefully develop and follow your activity plan.
3. Instruct participants in essential safety practices unique to the activity before the activity begins.
4. Encourage passengers in private vehicles to wear seat belts.

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