

Forms available on line

### **Application for New Ministry/Program/Event**

- *Use for any individual event not covered by a Program Planning Sheet approval or*
- *Use for any new Ministry idea or new Program which **does not involve children.***

### **Program Planning Sheet (Safe Ministry with Children)**

- *Use for seeking approval for a program **involving children.***
- *Usually covers a 6 monthly period but may be a 12 monthly period.*

### **Driver information form**

- *Use to obtain approval to be a driver **for child-related** church activities.*

### **Designated Driver information form**

- *Use to obtain approval to be a driver for church organised activities which **do not involve children.***

### **Request for reimbursement**

- *Use to seek reimbursement of expenses incurred for church activities.*
- *Must be accompanied by receipts for expenses claimed.*