

**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.