

# Sherman County School District

Code: **IGDF-AR(1)**  
Adopted: 8/14/95  
Revised/Reviewed: 3/10/14

## Sherman Junior/Senior High School – Activity Request Form

**NOTE: This form must be completed and signed by the principal three days before the scheduled event/activity or the event may not be scheduled. For example, for a Friday event, this form must be completed by Thursday.**

1. Organization: \_\_\_\_\_
2. Activity: \_\_\_\_\_
3. Date: \_\_\_\_\_ Time: \_\_\_\_\_
4. Location needed for activity: \_\_\_\_\_
5. Chaperones needed?  Yes  No (If yes, list four Sherman Junior/Senior High School parent chaperones, besides the advisor. They must be on the approved volunteer list or they will not be able to chaperone.)  
\_\_\_\_\_  
\_\_\_\_\_
6. Is cash box needed?  Yes  No (If yes, complete information below.)
7. Is Mid Columbia Bus transportation needed?  Yes  No (If yes, fill out the following information.)  
Destination: \_\_\_\_\_  
Date and time of departure: \_\_\_\_\_  
Date and time of return: \_\_\_\_\_  
Number of students: \_\_\_\_\_ Number of adults: \_\_\_\_\_ Is cruiser needed?  Yes  No  
**OR**  
 I will be driving the bus company van \_\_\_\_\_ (Name of driver)  
(Advisor/Teacher must call bus company at 541-442-5723 to reserve the van and make arrangements to pick up and return it.)
8. Name of person filling out this form: \_\_\_\_\_
9. Advisor's signature: \_\_\_\_\_ (Note: The advisor who signs here also agrees to chaperone the activity.)
10. Activity/Athletic Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
11. Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Cash Box Request

Price of items or admission: \_\_\_\_\_  
Group/Club: \_\_\_\_\_  
For the purpose of: \_\_\_\_\_  
Advisor's initials: \_\_\_\_\_