

Kids' Kingdom Event Request Form

BHBC encourages connection with children outside of normal programming hours. However, in order to keep our children and Kids' Kingdom staff and volunteers safe and above reproach we have developed the following policy and request form. Use this form to request permission to plan an outside event for a group of children. Please read the following policies and sign at the bottom. Provide the requested information on the back of this form and turn into your Ministry Director for approval. Thank you for partnering with us in building the Kingdom.

OUTSIDE EVENT POLICY

ALL events (off-site and on-site) outside of normal Kids' Kingdom programming times must be approved by Ministry Directors **PRIOR TO** planning and communication to families. This form must be filled out completely and turned into the appropriate Ministry Director no later than 2 weeks prior to the event.

Events may not conflict with normal programming or other church-sponsored events.

We do not encourage overnight events. However, permission can be requested for non-coed events for children in Grades 4 and older. These events will be considered on a case-by-case basis and must be approved by the Children's Pastor.

A signed permission form is required for all participating students. These can be secured from the office, your director or from bhbconline.org (Click on Ministries, then Kids, then Volunteers. Then look for Permission Form.)

Two KK approved, unrelated adults must be present at all times. Any other parent or volunteer who will be attending the event must fill out a Special Events Application at least one week before the event. Recommended ratio is one adult for every six children.

It is recommended that a Kids' Kingdom approved parent is also present at the event.

It is also recommended that parents drop-off and pick-up children instead of transportation being provided by Kids' Kingdom staff.

A Facility Use Application must also be filled out and submitted ahead of time, if the event will be held at BHBC. Contact Deb at 866.9597 x129 or deb@bhbconline.org for building use information.

I have read the above policies. I will abide by all of those policies and Kids' Kingdom/BHBC policies during this event. I will not put anyone under my care at risk physically, emotionally or spiritually and will not do anything to damage the reputation of Jesus or His Church.

Signature _____

Date _____

****Complete the back side of the form with event information.**

Event Organizer's Contact Information

Name _____
Home Phone _____
Cell Phone _____
Email _____

Event Information

Date(s) _____ Time _____

Location(s) _____

Activities we will be participating in _____

How many children are you anticipating? _____

List the names of ALL adult or teen helpers that will be present. Put a check mark next to the names of those who are already KK approved volunteers.

*A special events application needs to be filled out by those who are not already KK approved.

| | |
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| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Will you be transporting children to and/or from the event location? _____

What is the purpose for the event? _____

For office use only.

Permission Granted _____

Permission Denied _____

Signature _____

Date _____

Comments _____
