

# Activity Proposal Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_ Home phone: \_\_\_\_\_

Work phone (if okay to call): \_\_\_\_\_ Cell phone: \_\_\_\_\_

Please **complete this form** if you would like to **plan an activity, teach a class, speak to a group, bring in a speaker or group or plan a fundraiser.** Please complete the form and return to the BCA Office. Approval of the event must be given by the director.

**Activity proposed:** \_\_\_\_\_

To be **presented by** (please list people involved if other than yourself):

\_\_\_\_\_  
\_\_\_\_\_

**Ages or grade levels** for which this event would be appropriate: \_\_\_\_\_

**Size of group:** \_\_\_\_\_

(ex: minimum of 10; maximum of 25, 3 groups of 12 each, no limits, etc.)

**Length of time** needed for activity: \_\_\_\_\_

**Materials to be provided by BCA** (if any): \_\_\_\_\_

\_\_\_\_\_

**Assistance** to be provided by **BCA staff or parent** volunteers if any (note number of helpers needed if applicable): \_\_\_\_\_

\_\_\_\_\_

**Transportation** needed: Yes      No      **Distance:** \_\_\_\_\_

**Days and times** available for presentation: \_\_\_\_\_

(ex: Monday afternoons, the third Tuesday of each month, any day if scheduled in advance, etc.)

**Cost** to students: \_\_\_\_\_

**Other:** \_\_\_\_\_

(reverse side to be completed by BCA staff)

# Activity Approval/Denial Form

(This side is for BCA personnel only.)

This event was:

Denied – Decision was communicated to person proposing the activity by \_\_\_\_\_  
\_\_\_\_\_ (name)

on \_\_\_\_\_.  
(date)

Approved – Decision was communicated to person proposing the activity by \_\_\_\_\_  
\_\_\_\_\_ (name)

on \_\_\_\_\_.  
(date)

Date set for event: \_\_\_\_\_

Time set for event: \_\_\_\_\_

Any **additional action** required by BCA, will be circled on front or noted here: