



## Childcare Request Form

Requesting Childcare for a Church Event:

- Childcare is available for children birth - 5th grade for church-related activities and events.
- Sponsoring ministry group should budget for childcare expenses.
- Childcare requires a minimum of two volunteers.
- Requests for childcare must be made in writing, using this form, no later than three weeks prior to a scheduled event.
- Childcare is dependent upon the availability of workers.

Date of Event: \_\_\_\_\_ Time childcare is needed: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Sponsoring Ministry: \_\_\_\_\_

Expected Number of Children: \_\_\_\_\_ Expected Age Range: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Nighttime Phone: \_\_\_\_\_

TAKE NOTE: Planned activities should be arranged for children above the age of preschool. Please give detailed instructions to the childcare workers as to the activities which have been planned for the older children. It is not the childcare workers responsibility to arrange activities for older children.

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First Two Hours (Minimum) \$25 x \_\_\_\_\_ (# of workers) = \$ \_\_\_\_\_

Additional hours \$10 x \_\_\_\_\_ (# of workers) = \$ \_\_\_\_\_

Total Cost = \$ \_\_\_\_\_

\_\_\_\_ Approved    \_\_\_\_ Declined (reason) \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Youth and Children Ministries