**Van Ministry Transportation Request Form**

Van request must coincide with the event scheduled on the church calendar. Submit your completed Ministry Request Form **at least** 7 **days prior** to the event to the Coordinator. For information contact the Van Ministry at (912)-980-1033.

**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date of Request:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Person Requesting: \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: home**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **cell** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail:**\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department Head Approval:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ministry Pre-approved Designated Driver(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number Vehicles Needed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number of People traveling:** \_\_\_\_\_\_\_ **Date of Travel:** \_ **Departure Time:** \_\_\_\_\_\_\_ **Estimated Return Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ministry Elected Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church Event: \_\_\_\_\_\_\_\_\_**

**Event Destination\_\_** **\_** \_\_\_\_\_\_\_\_\_\_\_\_\_**City:** \_\_\_ \_\_\_\_\_\_\_\_\_\_ **State:**

**Purpose of Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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**OFFICE USE ONLY**

**Approved** \_\_\_\_\_\_\_ **Disapproved** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return completed form to: Deacon James Jones or Sis. Diane Finley**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_ Depart Time:\_\_\_\_\_\_\_\_\_\_\_\_ Return Time:\_\_\_\_\_\_\_\_\_\_\_\_**

**Driver/s: \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Department:** \_\_\_\_\_\_\_\_\_**Date of Request:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Person Requesting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number:** (H)\_\_\_\_\_\_\_\_\_ (C)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department Head Approval:** \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature

**Ministry Pre-approved Designated Driver(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number Vehicles Needed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number of People traveling:** \_\_\_\_\_\_\_ **Date of Travel:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Departure Time:** \_\_\_\_\_\_\_\_\_\_\_\_

**Estimated Return Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ministry Elected Event: \_\_\_\_\_\_\_\_ Church Event: \_\_\_\_\_**

**Event Destination\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City:** \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State: \_\_\_\_\_\_\_\_**

**Purpose of Trip:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICE USE ONLY**

**Approved** \_\_\_\_\_\_\_ **Disapproved** \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_Signature Date

**Return completed form to: Deacon James Jones or Sis. Diane Finley**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_ Depart Time:\_\_\_\_\_\_\_\_\_\_\_\_ Return Time:\_\_\_\_\_\_\_\_\_\_\_\_**

**Driver/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**