

**Wattsburg Area School District  
Off-Campus School Activity Form**

*This form must be filled out by the organizer/advisor/coach of any organization planning on holding an organized, off-campus activity with their WASD group that does not require district transportation or use of district funds. This group could be a club, sport, activity, class or any other district recognized organization. In most instances, the submission of a fundraiser form supplants the use of this form.*

**The information below must be submitted to the building secretary at least two weeks prior to the event.**

Event Title or Description: \_\_\_\_\_

WASD Organization: \_\_\_\_\_

Organization Advisor: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Event Venue: \_\_\_\_\_ Event Date: \_\_\_\_\_

Anticipated Start/End Times: Event will start at \_\_\_\_\_ and end at \_\_\_\_\_

Purpose for Holding the Event:

Cost to Organization: \_\_\_\_\_ Cost to Students: \_\_\_\_\_ Cost to Others: \_\_\_\_\_

Adult Chaperones: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

*I hereby certify that all information on this form is correct to the best of my knowledge and that all chaperones have submitted the necessary paperwork and clearances according to WASD Policy 916.*

\_\_\_\_\_  
Signature of Event Advisor

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

Office Use Only

Administrative Approval: \_\_\_\_\_ Date: \_\_\_\_\_