

# 2BC CHILDCARE REQUEST FORM

## INDIVIDUAL REQUESTING CHILDCARE

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Are you a member of 2BC? \_\_\_\_\_

## EVENT INFORMATION

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

Date of Event \_\_\_\_\_ Time \_\_\_\_\_

Nature of Event \_\_\_\_\_

Is this Event Sponsored by a Ministry Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Ministry Sponsoring Event \_\_\_\_\_

### Please read Carefully Before Submitting

Every effort will be made to secure childcare for all ministry-sponsored events, but completing a childcare request form does not guarantee that childcare will be available.

Childcare must be requested at least two weeks prior to the event. In certain events (including but not limited to: individual small group events, specific ministry events, weddings, funerals and special programs) a portion of the childcare cost will be passed along to the group hosting the event. If costs are to be incurred, the individual requesting childcare will be notified of the charges when childcare is approved.

Childcare must be approved by the Childcare Coordinator and the Children's Pastor.

***I have read and understand the above agreement:***

Name \_\_\_\_\_

Date \_\_\_\_\_

## OFFICE USE ONLY

Approve \_\_\_\_ Deny \_\_\_\_ Cost: Covered \_\_\_\_ Shared \_\_\_\_ Amount \_\_\_\_

Group/Individual Notified: Date \_\_\_\_ By \_\_\_\_

Childcare Coordinator \_\_\_\_\_ Children's Pastor \_\_\_\_\_