

Use this page to assist you in submitting all appropriate forms.

Background Check

Personnel and volunteers in contact with children, transportation, and finances must complete a background check.

Permission Form

Provide PRBC with information related to the care of children off-site

Clerical Request Form

Does my event need any marketing or publicity, flyers, radio commercials, newspaper ads, etc.?

Clerical Request Form

Does my event require data entry, faxing, or photocopies of agendas, programs, etc.?

Clerical Request Form

Does my event require special items to be purchased? What is the preferred vendor, price limits, quantities?

Event Support Form

Does my event require tables, chairs, audio/video equipment? how do I need the room to be set-up?

Event Support Form

Does my event require other ministries of PRBC to provide assistance and support before/during/after event?

Event Support Form

Does my event require space for event planning or rehearsals (scheduling required) or do you need a registration/promotion table?

Vehicle Request Form

Does my event require use of the church van?

Voucher/Requisition Form

Does my event require PRBC to spend or reimburse any financial resources?

Formal Invitation

If my event is hosting a special guest or performer(s) a formal letter needs to be sent to them in accordance with the event policy. ***Do not send your own letter, you must contact the office or current Corresponding Secretary.**

Ministry Event Evaluation Form **required*****

(What were the results of my event? What was the turnout? Did I go over budget? What would I do differently? How can we be better stewards for future events?)