

Capitol Hill High School Activity Booking Form

Must be turned in TWO FULL WEEKS prior to event
(Days that fall on a school break do NOT count towards the two week requirement)

ON CAMPUS

OFF CAMPUS

Organization

Teacher/Sponsor

Type of Activity

Place of Activity

Date of Activity

Time

Brief description and purpose of activity: _____

Number of Students Participating: _____

Sponsor will miss time blocks: _____

Indicate forms needed:

_____ Activity Excuse Slips	Number _____
_____ Parental Permission Slips	Number _____
_____ Purchase Requisition	
_____ Social Activity Form	
_____ Transportation Request Form	
_____ Professional Leave Form	

Date

Sponsor-Signature

Approved

Activities Director

Not Approved

Principal

COMMENTS: