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**OAK PARK AND RIVER FOREST HIGH SCHOOL**



**REQUEST FOR A VAN**

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**TODAY'S DATE:** \_\_\_\_\_

**DATE OF TRIP:** \_\_\_\_\_

**DESTINATION:** \_\_\_\_\_

**PERSON IN CHARGE:** \_\_\_\_\_

**DEPARTMENT / TEAM / CLUB:** \_\_\_\_\_

**NO. OF ADULTS:** \_\_\_\_\_ **NO. OF STUDENTS:** \_\_\_\_\_

**SHORT DESCRIPTION OF ACTIVITY:** \_\_\_\_\_

\_\_\_\_\_

**DEPARTURE TIME:** \_\_\_\_\_ **RETURN TIME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

**KEY SET NO. ASSIGNED:** \_\_\_\_\_ **DATE RETURNED:** \_\_\_\_\_

**RETURN TO STEVE MILLER IN THE BUSINESS OFFICE OR MAILBOX 265**