



**MORNING STAR BAPTIST CHURCH  
TRANSPORTATION REQUEST FORM**

**DATE OF REQUEST:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Ministry/Organization/Committee:** \_\_\_\_\_

**Contact persons:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Event Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **MSBC Departure Time:** \_\_\_\_ **Event Finish Time:** \_\_\_\_

**Event Destination Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Number of Passengers:** \_\_\_\_\_

**Type of Transportation Requested:**

**Car(s):** \_\_\_\_ **Passenger Van(s):** \_\_\_\_ **Church Bus:** \_\_\_\_ **Motor Coach(s):** \_\_\_\_

**Additional Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approvals:**

**Request made by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Ministry Coordinator Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Transportation Directors Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Pastor's Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Ministry Coordinator's approval is needed for all special event transportation requests.  
Pastor's approval is required for any incurred expenses over \$100.00**

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*This form must be filled out completely to ensure transportation for your event at least 2 weeks in advance. Requests for change after the initial approval must be submitted no later than 48 hours prior to event for consideration. Please attach a copy of any special instructions. If any additional instructions are needed, please contact the Transportation Ministry at (410) 265-7460, ext. 118.*