



**Family Violence Prevention Services, Inc.**  
**The Battered Women and Children's Shelter**  
 7911 Broadway San Antonio, Texas 78209 / Phone. (210) 930.3669 x. 1232

## GROUP ACTIVITY FORM

**We ask that you submit your request at least three weeks prior to the group activity date. Group activities are subject to FVPS approval.**

**CONTACT**

Organization Requesting Group Activity: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

**ACTIVITY**

Activity Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Activity location: \_\_\_\_\_

If activity to be held is at one of our facilities how many volunteers can we expect: \_\_\_\_\_

How will this activity be publicized? (Check one)

\_\_\_\_\_ Internally (within your group)      \_\_\_\_\_ Externally (community wide)

Description of activity: \_\_\_\_\_

As a *birthday party* or a *craft* host, we ask that you supply *all* materials. Please list all materials you will supply?

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

Will you require assistance from FVPS staff? \_\_\_\_\_

- **All marketing materials need to be disclosed and approved prior to event.**
- **Photos are not allowed at our facilities.**
- **Contact person(s) should be responsive to the requests and needs of FVPS. Teamwork is vital to the success of the activity. Please report changes promptly.**

**Please return to:**

**Andrea Garcia, Volunteer Support and Community Relations**

**Specialist Phone:** (210) 930-3669 Ext 1232

**Fax number:** (210) 821-6194

**Email:** [andrea.garcia@fvps.org](mailto:andrea.garcia@fvps.org)

*For FVPS Office Use Only*

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_