



Family Violence Prevention Services, Inc.
The Battered Women and Children's Shelter
 7911 Broadway San Antonio, Texas 78209 / Phone. (210) 930.3669 x. 2217

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

For FVPS Office Use Only

Approved by: _____

Date: _____