



**APPROVAL FORM TO PARTICIPATE IN NON-COUNTY SPONSORED
EVENTS AND ACTIVITIES**

Department _____

EVENT/ACTIVITY: _____

Sponsor/Organizer _____

Description _____

Purpose / How event benefits the County _____

Date(s) _____

Duration _____

Location(s) _____

Itemization of County resources to be used:

of personnel _____ Estimated Cost \$ _____

of county vehicles _____ Estimated Cost \$ _____

Other County equipment to be used: _____
_____ Estimated Cost \$ _____

Travel Expenses (describe) _____ Estimated Cost \$ _____

_____ Total Estimated Cost \$ _____

Authorized by: _____
(Department Head or Designee)

AUTHORITY FOR EVENTS EXCEEDING \$2,500

County Manager Action:

- ☐ Approved
- ☐ Not approved
- ☐ Recommended for Board Approval

Board of Supervisors Action:

(If Board approval recommended)

- ☐ Approved
- ☐ Not approved

County Manager or Designee Date

Authorized Signature Date

Copies of all completed forms must be submitted to the County Manager.