

## CANOE AND EQUIPMENT REQUEST & SIGN OUT FORM

<b>Requester Information</b>	DATE	TIME
	SCHOOL	CONTACT
	DESTINATION/ACTIVITY	
	REQUESTED PICKUP DATE	TIME
	ESTIMATED RETURN DATE	TIME
	# OF CANOES REQUESTED	# OF PFD'S
	OFFICE USE: DATE POSTED TO CALENDAR	

By checking the below I acknowledge that this is included in my canoe equipment pick up.

☐ TRAILER REGISTRATION

<b>Equipment Sign Out</b>	PLEASE CIRCLE TRAILER UNITS TAKEN	804	962
	NUMBER OF CANOES SIGNED OUT		
	NUMBER OF PADDLES SIGNED OUT		
	NUMBER OF PFD'S SIGNED OUT		
	NUMBER OF SAFETY KITS SIGNED OUT (INCLUDES BUOY, WHISTLE AND FLASHLIGHT)		
	<input type="checkbox"/> TRAILER JACK & HANDLE	<input type="checkbox"/> TIRE WRENCH	

The equipment is to be checked prior to being signed out and also upon its return to the Division Office. Any damages or lost equipment shall be repaired or replaced as needed with the costs being charged to the school responsible for the damages.

Initial \_\_\_\_\_

### EQUIPMENT RETURN SUMMARY - (Completed by School Supervisor)

(CIRCLE ONE)

<b>Equipment Return</b>	NUMBER OF CANOES RETURNED	SAME NUMBER AS TAKEN	YES / NO	DIFFERENCE
	NUMBER OF PADDLES RETURNED	SAME NUMBER AS TAKEN	YES / NO	DIFFERENCE
	NUMBER OF PFD'S RETURNED	SAME NUMBER AS TAKEN	YES / NO	DIFFERENCE
	NUMBER OF INTACT SAFETY KITS RETURNED	SAME NUMBER AS TAKEN	YES / NO	DIFFERENCE
	CHECK IF RETURNED	<input type="checkbox"/> Trailer Registration	<input type="checkbox"/> Trailer Jack & Handle	<input type="checkbox"/> Tire Wrench

Damages or Losses Noted: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 School Supervisor Signature

\_\_\_\_\_  
 Inspected by

\_\_\_\_\_  
 Date Equipment Returned

\_\_\_\_\_  
 Date Inspected