CANOE AND TRAILER REQUEST & SIGN OUT FORM

****

TURTLEFORD  MEADOW LAKE

**Requester Information**

DATE TIME

SCHOOL CONTACT

DESTINATION/ACTIVITY

REQUESTED PICKUP DATE TIME

ESTIMATED RETURN DATE TIME

# OF CANOES REQUESTED

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

* TRAILER REGISTRATION

**Enclosed Trailer**

DATE

**OFFICE USE**: DATE POSTED TO CALENDAR

SCHOOL

**Equipment Sign Out**

TRAILER UNIT NUMBER

CONTACT

DESTINATION

NUMBER OF CANOES SIGNED OUT

RETURN DATE

NUMBER OF PADDLES SIGNED OUT

NUMBER OF SAFETY KITS SIGNED OUT   
(INCLUDES BUOY, WHISTLE AND FLASHLIGHT)

**OFFICE USE**: DATE POSTEED TO CALENDAR

* TIRE WRENCH
* TRAILER JACK & HANDLE

**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)**

NUMBER OF CANOES RETURNED SAME NUMBER AS TAKEN YES / NO DIFFERENCE

**RETURN**

NUMBER OF PADDLES RETURNED SAME NUMBER AS TAKEN YES / NO DIFFERENCE

NUMBER OF INTACT SAFETY KITS RETURNED SAME NUMBER AS TAKEN YES / NO DIFFERENCE

* Trailer Registration

CHECK IF RETURNED

* Tire Wrench
* Trailer Jack & Handle

ENCLOSED TRAILER DATE RETURNED

Damages or Losses Noted:

School Supervisor Signature Inspected by

Date Equipment Returned Date Inspected