



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	
	OFFICE USE: DATE POSTED TO CALENDAR	
Equipment Sign Out	TRAILER UNIT NUMBER	
	NUMBER OF CANOES SIGNED OUT	
	NUMBER OF PADDLES SIGNED OUT	
	NUMBER OF SAFETY KITS SIGNED OUT (INCLUDES BUOY, WHISTLE AND FLASHLIGHT)	
	<input type="checkbox"/> TIRE WRENCH	
	<input type="checkbox"/> TRAILER JACK & HANDLE	

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

TRAILER REGISTRATION

Enclosed Trailer	DATE
	SCHOOL
	CONTACT
	DESTINATION
	RETURN DATE
	OFFICE USE: DATE POSTEED TO CALENDAR

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)

RETURN	NUMBER OF CANOES RETURNED	SAME NUMBER AS TAKEN	(CIRCLE ONE) YES / NO	DIFFERENCE
	NUMBER OF PADDLES 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
	ENCLOSED TRAILER DATE RETURNED			

Damages or Losses Noted: _____

School Supervisor Signature

Inspected by

Date Equipment Returned

Date Inspected