

This Babysitting Requirement form should be submitted to the Director of Facility and Grounds as soon as possible after contacting the babysitters, but no later than one business day after the event.



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# BABYSITTING REQUIREMENT FORM

## Organization/Invoice

\_\_\_\_\_  
 Parish Organization/Group                      Authorized Organization Representative                      Date

Date	Babysitter #1	Babysitter #2	Estimated Hours	Event Description

**Do Not Write Below This Box**

Date	Babysitter	Hours from Time Sheet

Date	Babysitter	Hours from Time Sheet

**Total Hours** \_\_\_\_\_ x \$12.50/hour = \$ \_\_\_\_\_

**Credit G/L Acct No. 499/Administration/Babysitting**

\_\_\_\_\_  
 Submitted by Director of Facility and Grounds

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Business Office Approval

\_\_\_\_\_  
 Date

Copy for:     **Attach to Time Sheet**     **Business Office Copy**     **Organization Invoice Copy**