

Date _____

Dear _____:

The Diocese of Fresno has requested the following forms from you, so that your name can be added to the Our Lady of Victory field trip driver list.

Please turn the requested forms into the office as soon as possible. In order to drive for a class field trip, all forms must be turned in at least one week prior to the scheduled field trip.

If it is more convenient for you to fax the requested information to us, please be advised our fax number is 299-3230.

The documents being requested are:

- _____ Copy of driver's license
- _____ Copy of current vehicle registration
- _____ Copy of vehicle insurance coverage
*****This must be a copy of your insurance
declaration page—and must specify that your
policy coverage is at least \$100,000/300,000
of liability insurance *****

Thank you,