



FOB Request Form

This form is to be used for individuals needing building access outside who are not employed by the District or employees needing access outside of their duties as employees of the District.

Name: _____ Date: _____

Activity/Organization: _____

Phone: _____

Address: _____

Access Needed:

_____ Elementary Gym: ES Gym Entrance (Door S)

_____ Elementary Coach: ES Gym Entrance (Door S), ES Gym Storage Door

_____ Middle School Gym: MS Gym Entrance Door (Door B)

_____ Middle School Multipurpose Room: MS Multipurpose Outer Entry, MS Multipurpose Inner Door

_____ Other (List) _____

Activation Date: _____ Deactivation Date: _____

Do you currently have a district issued Fob: Yes _____ No _____

(For District Use Only)

Administrative Approval: _____

Date Issued: _____ Employee Initials: _____

Date Returned: _____ Employee Initials: _____

FOB Number: _____



FOBS are only to be issued to the individual requesting the FOB above.

FOB Request Process:

- Individuals requesting creation of a FOB will complete the FOB request form and return the form to a School District of Bloomer Building Secretary.
- Completed form will be signed off on by either the Building Principal or Activities Director.
- Approved forms will be sent to the Assistant to the Activities Director for FOB Creation; when creating the FOB the deactivation date will also be set.
- After the FOB is created, the requestor will be notified and may pick up the completed FOB in the High School Office.
- FOBS are only to be issued to the individual requesting the FOB, they may not be picked up by another individual and are not to be given to students.
- FOB will be deactivated on last practice or game date. Please return FOB to the HS office. FOB requestors will be notified they are expected to return the FOB within one week of deactivation.