

Information & Instructions

Revised 8/2010

The following information is intended to assist the Religious Education and Youth Program leader in obtaining required forms and consents.

Forms: The following forms have been developed or revised for your use. MANY OF THESE FORMS REQUEST MEDICAL INFORMATION. THIS INFORMATION IS CONFIDENTIAL. PRECAUTIONS TO SAFEGUARD THE CONFIDENTIALITY OF THESE DOCUMENTS SHOULD BE TAKEN.

1. ***FORM A** *Registration Consent and Waiver Form for RE/Youth Activities.* This form should be completed for each participant in Religious Education and/or Youth Activities at the time of Registration.
 - The form is intended to disclose any allergies, food or otherwise. Therefore, you should carefully read the form so that you are aware of a participant's needs.
 - The form gives permission for emergency medical care. The medical facility or physician serving in an emergency will request to see this form. It should be taken to the hospital or medical treatment center should the participant require such care.
 - The form contains a release of liability which helps to protect the Parish, the Archdiocese and you should there be an accident involving the participant. **Nothing is more emotionally difficult to deal with than an injury to a child. Safety should always be foremost in your mind.**
 - Generally, you should not administer medications during your regular RE/Youth Activities. However, should an extended activity be planned and a child requires medication, you must obtain an executed **FORM B-2** *Medication Consent Form and Waiver.* This is page 2 of the **FORM B-2** *Local Field Trip Permission.*

*This form was previously called the *On-site Consent and Waiver Form.*

2. **FORM B-2** *Medication Consent Form and Waiver.* This form is meant to be obtained if a regular activity or program will be extended (longer than usual hours) or a Local Field Trip is planned. This form is page 2 of the **FORM B-2** *Local Field Trip Permission.* Medication is normally not administered by Parish personnel or volunteers during regular weekly religious education classes or youth activities. However, if you group is planning a day long retreat or going on a local field trip, this form is necessary if a participant will require medication. A Medication Consent for off-site trips is built into the **FORM D** *Off-Site Consent and Waiver Form Youth Form.*

3. *Local Field Trips* **Use FORM B-1; FORM B-2 AND FORM C**

Local Field trips are basically "day trips" within your Parish or a nearby Parish's boundaries. For example, within the OKC-Metro area or within a radius of approximately sixty (60) miles from your church or school. These forms should not be used for overnight trips or out-of-state trips, etc. The following should be considered when planning a Local Field Trip:

- written communication with parents ---- when, where and how of the planned field trip. Listen to any concerns voiced by parents. Use the form entitled: **FORM B1** *Local Field Trip Information*
- internal policies on how to respond to a given situation or emergency.

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- adequate supervision by qualified and screened adults. Make sure that all employees and volunteers have completed the Safe Environment Protocol.
- adequate preparation and planning. Make sure everyone knows their part.
- adequate preparation of the participants
- safeguards regarding transportation. Each person in a vehicle must wear a seat belt. Do not allow participants to overload vehicles with people and/or equipment. The use of ten to fifteen (10 - 15) passenger vans is prohibited in the Archdiocese. Use the form entitled: **FORM C** *Driver Information*.
- document the event. Keep copies of the forms and verification of driver eligibility and insurance on file for two years following the trip.
- report any accidents or other incidents immediately. See memo: *Claim Reporting Procedures* enclosed for your reference.
- avoid inherently dangerous activities. Use common sense. If in doubt contact the Office of Religious Education or Youth and Young Adult Office.
- Have a good time

Forms:

- a. **FORM B-1** *Local Field Trip Information* This is a form for you to use to provide information to parents about a “Local” Field Trip. It has the when, where and how of your trip.
- b. **FORM B-2** *Local Field Trip Permission* (Page 1) This form gives permission for the specified field trip. This form does not include administering medications. If a participant will require medication during the day or during the evening of the Local Field Trip you must obtain a **FORM B-2** *Medication Consent Form*, page 2 of **FORM B-2**
4. **FORM C** *Driver Information* This form must be completed by all drivers for all trips including local field trips or trips outside your local area. Drivers with multiple vehicles should complete a form for each vehicle they may use. You should require an updated form every six (6) months. All drivers must be at least twenty-one (21) years of age.
5. **FORM D** *Off-site Consent and Waiver Form for RE/Youth Activities* This form should be used for trips and activities outside your local area. It should be used when an off-site overnight activity is involved. This form should be with the religious education or youth leader at all times in case of emergency.
6. **FORM E** *Consent and Waiver Form for Adults* The use of this form by adult volunteers is encouraged for activities, on-site and off-site. A *Consent & Waiver Form for Adults* must be on file for off-site trips and field trips. The form should be placed in an envelope and sealed. Label the envelope “CONFIDENTIAL – TO BE OPENED ON IN CASE OF EMERGENCY”. If you are on an off-site trip or field trip the religious education or youth leader should take this form as an adult volunteer could need medical assistance.