

POLICY 8.5 Organizational Requirements and Checklist for Youth Events

Organization of youth events in AGM

Most youth events which take place under the auspices of AGM will also take place in AGM. They will not need pre-approval but, when in doubt, please seek the advice of the Youth Ministry Co-ordinator or the Executive Assistant to the Archbishop.

The screening procedures for volunteers (see above) must be followed for all youth events in AGM.

The policy for money-handling must also be followed. That is, you must use either the parish bank account or the Finance Section of AGM for all receipts and disbursements of funds related to the youth event.

Organization of and participation in youth events outside of AGM

From time to time, youth and young adults in AGM may express a desire to participate in a youth event being hosted elsewhere, e.g. World Youth Day or a Eucharistic Congress. There also may be opportunities identified by pastors or youth ministers that would contribute to the spiritual development of youth and young adults in AGM.

The safety of all participants in youth events is of paramount importance. Travel, unfamiliar environments, and the excitement of the event can all contribute to unfortunate mistakes that harm people. To minimize the risk of harm, the following checklist must be completed and submitted for the Archbishop's review at least one week before departure to the youth event:

- registration forms for all participants (form 8.5.a). Your registration forms should include: name, age, address, phone number and e-mail; emergency contacts (at least two); and the participant's signature. [At the time of registration, you should consider requesting a deposit as part of registration, to minimize drop-outs, especially without adequate notice.]
- signed Code of Conduct acknowledgements from all participants (forms 8.4.a)
- permission forms from parents for all youth participants (form 8.5.b). Copies will be kept on file with the Finance Section, and the originals will be carried by the leader or a designate through the entirety of the youth event.
- personal waivers for all participants aged 18 years and older (form 8.5.c).
- names and proof of completion of orientation and any applicable training for supervisors and/or chaperones. There should be a minimum of two unrelated chaperones for each five (or fraction thereof) youth participants. If this ratio is not met, there must be a written explanation and a supervision plan that meets the approval of the Archbishop.
- copies of screening documents and signed Code of Conduct acknowledgements for the leader and all supervisors and chaperones (form 8.4.b).
- final list of all participants and related information (form 8.5.d), copies of all participants', chaperones', supervisors' and leader's passports, as applicable.
- name of group member who will act as "risk manager". Ensure that this person also has copies of passports, emergency contact numbers, and proof of insurance for group members.

- proof of personal liability insurance and travel health insurance for all participants. The certificates of insurance are kept on file with the Finance Section.
- final itinerary and program of activities.

Accepted by the Council of Priests and College of Consultors on 11 March 2015