

Archdiocese of Atlanta Guidelines for Working with Youth

These guidelines are general guidelines in working with youth, if any questions arise that you are unclear about, please consult the Office of Youth Ministry.

Adult Volunteer:

All adult volunteers must complete the safe environment program of the Archdiocese of Atlanta including completed background check and reference checks. No adult is permitted to work with children or youth until this screening is complete and the pastor (or his designated) has given their approval. (Information on how to obtain and complete this program is available through the Archdiocesan Department of Human Resources, Jennifer Broel 404 885-7220)

All adult volunteers should strive to complete the basic certification in Youth Ministry offered through the Archdiocese within two years of beginning to work with youth.

Youth Ministry certification is made up of two components as outlined in the Communicating the Catholic Message booklet put out by the Archdiocese of Atlanta in September 2001.

- *Youth Ministry Methodology*
- *Basic Certification - Theology*

All adults working with youth are encouraged to be involved in ongoing education of the Catholic faith. It is very important that the Catechesis offered our youth are rooted in the Catechism, Dogma and Traditions of the church and are presented correctly. At no time is an adult permitted to present information that is not in line with the teaching of the Roman Catholic Church.

Chaperone Responsibilities:

Good adult / youth ratio:

Middle School - 1 to 6

High School - 1 to 8

The Youth Minister should never leave a youth event until all youth have left the property. In the event of an emergency or when you are unable to be at an event, an approved adult volunteer should be appointed who would then be responsible for the event and all the youth. (Whenever possible the pastor should be notified of this in advance, or at minimum, immediately upon your return to the church or his return to the property.)

The Youth Minister and/or chaperones should always know the location of the youth they are responsible for. Boundaries should be set as to where youth are allowed to be, with

whom, and at what times. Behavior expectations should ALWAYS be outlined. (Example Behavior Expectations / Code of Conduct - attachment 1)

Whenever youth are allowed to go off un-chaperoned (trust walks, nature walks, recreation time, theme park) be sure that it is done in groups of three or more. Un-chaperoned activities should always have specific boundaries and limited time periods. At events in theme parks, periodic check-ins is required. (Parents should be notified on permission slips if un-chaperoned activities are scheduled.)

No adult should be alone with a single youth. There should always be a minimum of two adults at all youth activities. (When leaving property for an activity, you may need additional adults so that in the event of an emergency you would have two adults to stay with the youth and two adults to handle the emergency.)

In the event of evangelization and outreach to youth, adults should always take youth out in groups of two or more, with a minimum of two adults.

In the event a youth is left at a Youth Ministry event and must be transported home, there must be parental permission obtained and an estimated time of arrival at the youth's home needs to be indicated to the parents. If two adults are not present to transport the youth, or parents / guardian can not be reached, after a reasonable time, the police should be contacted to pick up the youth and transport them home.

No adult working with youth (Youth Minister / core or adult volunteer) should accept the role of guardian / babysitter for youth or children in their parish while parents are out of town. Your relationship with parents / youth is based on your role model as a member of the parish youth ministry team and therefore the church does not permit you to stay with a youth or child. (especially in overnight situations)

At no time should an adult invite a youth to his or her home or apartment.

Overnight Events:

Housing for youth events should always be gender specific. If an adult must go into sleeping quarter with youth, especially of the opposite sex, a second adult must be present.

At no time should one adult be housed with one youth.

In hotel settings, youth and adult should be housed separately, in open dorm/ bunkhouse style housing, you must have more than one adult of the same gender with a group of that gender youth.

It is the policy of the Archdiocese that Priest / Seminarians / Deacons, and Religious be housed separately.

Pastoral Care of Youth:

If a youth requests pastoral care from an adult, that adult should set a time and a public place to meet the teen and inform not only the parent; but also a church staff member of that time and place. It is best to meet at church while other adults are present; however, if this is impossible it is important that the adult not meet in a place where they are alone with the teen, but in the open at a public place.

Counseling is to be left to qualified and licensed professionals. All adults working with youth should refer youth to counseling in cases that require more than just a sympathetic ear. (Volunteers should refer to Youth Minister to handle) When a referral is necessary both the parents and Pastor should be notified, and this should be documented for parish records.

Adults really should keep the confidentiality of youth with the exception of situations that present danger to a youth. (Drugs, suicide, dangerous and / or illegal behavior) Adults working with youth are required to report to their supervisor, Youth Minister or Pastor, all allegations of physical, emotional, or sexual abuse, or neglect. The Youth Minister or Pastor will work with you to file reports with the Department of Family and Children's Services.

An adult should never promise a youth that he or she would not make a necessary report, but should promise to support the youth through the reporting process.

In understanding the pastoral needs of youth within our care, it is important to remember the role we play as adults in their life. While relational ministry is a very important part of Youth Ministry, we also need to remember that youth are not who we primarily socialize with. It is acceptable to go to their sporting events, drama performances, school activities, etc; but not acceptable to go to their parties, social events as if you are one of their peers. All adults working with youth are expected to keep a positive balance in their life by having other activities they are involved in with their own peers. (other adults)

Communication with Youth:

All communication with youth should be that of adult to youth and relevant to the role you play as Youth Minister or volunteer. Do not enter into personal contacts that are not church related.

The internet should only be used to communicate with youth about church activities or programs. Do not set up chat rooms, messaging centers, emails or I-messages (etc.) with youth.

Any web site given to youth should be screened and approved by the Youth Minister.

Personal and cell phone numbers should not be distributed to youth.

Possession of Drugs, Alcohol, or Cigarettes:

It is the responsibility of the Youth Minister to inform youth and all present that at no time during a youth event should there be possession or consumption of alcohol or use of illegal drugs. There should be no possession or consumption of alcohol or use of illegal drugs by adults at any youth event.

(This includes anytime a Youth Minister or volunteer goes out to eat with teens.)

Selling tobacco products to youth under the age of 18 is illegal. Smoking by youth should be prohibited on church property and at youth events. The Youth Minister and volunteers are asked not to smoke in the presence of youth.

In the event any alcohol or drugs are discovered at a youth event, the parents and Pastor must be notified immediately.

It is the responsibility of the Youth Minister to report to both pastor and parents any first hand knowledge he or she has of underage drinking by youth in their youth group. (Example, you see a youth out in public drinking.) Adult volunteers having first hand knowledge should report this to the Youth Minister or Pastor and be available to talk with the parents if asked.

At no time should an adult give or purchase alcohol for a minor, under 21. This includes an adult being in the presence of a minor in possession or consuming alcohol. (This is a crime and is grounds for immediate dismissal.)

At no time should an adult accompany an underage youth into a club or bar that is reserved for 21 and older.

At no time should an adult be in the presence of a minor using false identification. If an adult has knowledge of a youth having false identification it is important that this be addressed. (Use of false identification is against the law and any adult permitting this use is subject to termination.)

At no time should an adult give or purchase illegal drugs for a minor or another adult.

At no time should an adult be in the presence of youth using illegal drugs.

Adults are not to distribute any over the counter or prescription drugs to minors without the written permission of their parent or guardian.

Dating:

No adult is allowed to date youth (under 21) with whom they have met through youth ministry events or programs. (This includes social dating or going out as friends.)

At no time should an adult enter into any form of inappropriate relationship, touching or physical contact with a youth.

During a youth event there should be no sitting in laps, making out, petting, prolonged hugging or kissing, etc. by youth or adults.

Remember, first and foremost, we are Catholic Christians; everything we do and say should be in agreement with the teaching and beliefs of the Catholic Church. No adult working with youth should be living with a boyfriend/girlfriend outside of marriage.

Appropriate Behavior:

Adults working with youth should dress appropriately, not wearing anything that advertises alcohol, drugs, or sexual behavior. As a representative of the Church, clothing should be modest and conservative.

At no time should adults swear, use inappropriate terms / language or yell at youth. This behavior should also not be tolerated or accepted from the youth at youth events or on church property. (This should always be corrected and youth told that this behavior is un-becoming a Catholic Christian.)

Youth or adults should not permit the use of inappropriate sexual jokes, comments or behavior. Inappropriate remarks that belittle anyone should not be acceptable at youth / church events. We are "All" members of the Body of Christ and our behavior should lift each other up at all times.

Adults working with youth need to be very careful when sharing stories from their personal life or past with youth about dating, sexuality, partying, drugs, etc. as to make sure that they are role modeling the moral teachings of the Church.

Adults working with youth should refrain from gossiping about others, especially the teens or other adult leaders.

It is inappropriate to be "too rough" in fooling around or "rough housing" with teens. There should be no wrestling, inappropriate dancing, or behavior that puts the safety or moral character of the youth at risk.

Adults should monitor the music, movies and television played at youth events for inappropriate language or behavior. Movies should be G, PG or PG13 (only when all participants are over 13 and context of movie has been checked and deemed appropriate for this age youth.). Music should not contain obscene lyrics. No adult should attend a restricted movie with youth. **ALWAYS** watch or listen to movie or music before using with youth.

Transportation:

All drivers must be 21 years of age or older and insured to carpool or transport youth to youth ministry events.

Adults working with youth should not be passengers in youth member's vehicles while going to or from Youth Ministry events.

No adult should be permitted to drive if Youth Minister or any member of church staff has knowledge that he or she has any major driving violations in the recent (5 years) past. (DUI, major violation, etc.)

The church should have on file "Drivers Information" sheet on all adults transporting youth along with a copy of their driver's license and valid insurance card. (Attachment 8) A current Motor Vehicle Record should be obtained on all drivers and kept on file at the church. (Contact Human Resources for details on MVR)

No youth may be transported in a 10 to 15-passenger van per Archdiocesan policy. (This includes removal of seats to transform a 10 to 15-passenger van into a smaller van.)

When renting a vehicle, you must make sure that it has adequate insurance. This is provided through Catholic Mutual. You must contact Diane Ray in the Finance office at 404 885-7203 with details of the rental, driver license number at least 10 days in advance of the rental to receive a certificate of coverage.

If you are hiring transportation (i.e., bus company), you need to get a certificate of insurance from the carrier with a minimum liability of \$5,000,000.00.

Permission Slips:

Annual Medical Release Forms: Must be filled out annually and kept on file at the church. A copy should be attached to all field trip forms when leaving church property. (See attachment 2)

Field Trip Form: A field trip form should be filled out by the church and signed by parent or guardian each time an event takes youth away from the church. In the case of a reoccurring event such as a weekly prayer breakfast, one permission slip may be used for up to a twelve-month period if in the event section of the form it states that the event happens weekly with a beginning and ending date. On the back of the field trip form a letter to parents should be written that outlines the event and states that it is the parents responsibility for attendance as the adult in charge has no way of knowing exactly who will participate each week. If the church or its volunteers are supplying the transportation to or from these events, then an individual permission slip will be needed each time. If an adult volunteer is supplying transportation to school after a prayer breakfast, make sure you have a driver's form and separate written parental consent. (See attachment 3)

Combined Medical Release / Permission Slip: This form needs to be filled out for any event that takes youth out of town. (Retreats, Mission trips, Ski Trip, etc.) It is

recommended that if your activity takes you out of the country or is a high-risk event, these forms should be notarized. (See attachment 4)

Adult Consent Forms: All adults going on Youth Ministry Sponsored events should fill out and sign an Adult consent form. This gives you vital information and emergency contacts in the event of an emergency. (See attachment 5)

Tobacco Permission Slip: It is the desire of the Archdiocese Youth Office not to permit any use of tobacco products at any youth event. If there is to be an exception, it must be with permission of the pastor, and written permission slip must be granted by the parent or guardian if the youth is under the age of 18. (See attachment 6)

**** ALL THESE PERMISSION FORMS ARE AVAILABLE THROUGH THE OFFICE OF YOUTH MINISTRY OR AT THE YOUTH WEB SITE AT www.atlyouth.org**

Liability / Insurance:

The archdiocese does not carry medical insurance on sporting events. For a youth group to participate in sporting events, a permission form needs to be signed by parent or guardian giving family medical insurance information.

All participants should have medical insurance to go on any Youth Ministry retreat or overnight trips. In the event that the participant has no medical insurance, the individual or parish must purchase trip insurance for the individual to participate.

No youth or adult can participate in high risk or sporting activities without personal health insurance. (Ski trips, mission trips, sporting events, etc.)

The archdiocesan insurance does not cover the rental of amusement type games. (Inflatable / interactive, etc.) You are required to obtain a Certificate of Insurance in the amount of no less than \$1,000,000.00 from the company prior to the event, naming the parish and the Archdiocese as additional insured.

No youth or adult should be permitted to participate in any high-risk activities during a Church sponsored event. Some high-risk activities are, but not limited to: jet skiing, bungee jumping, and sky diving. If you have any questions as to whether or not an activity is covered, please contact Catholic Mutual, Atlanta Service Center.

No youth should be permitted to alter their body in any way during a Youth Ministry event. (Body piercing, tattoos, shaved head or hair coloring)

No adult should assume the role of parent or guardian for youth they meet through Youth Ministry programs. All decisions that affect the life and future of the youth should be left up to the youth and his or her parent.

Adolescents should always be viewed, whether in a social or ministerial situation, as the “restricted individuals” they are, that is they are not independent. Wherever they are and

whatever they do should be with the explicit knowledge and consent of their parents or guardians. They are not adults and are not permitted unfettered decisions. Any and all involvement with youth should be approached from this premise.

ARCHDIOCESE OF ATLANTA

CODE OF CONDUCT - EXPECTATIONS OF BEHAVIOUR

Beach Retreat- 2000

1. Horse play is not allowed at any time - NO shaving cream, water balloons, water guns, etc - will be tolerated on the retreat property.
2. Obey all flags and warnings on the beach; obey instructions of lifeguards at all times.
3. No running around the pool area - no pushing, shoving, throwing people into the pool, or “chicken fights” allowed at any time in / around the pool. Repeated offenders will be subject to removal from the premises and event at their own expense.
4. Quiet time is at 11:00 p.m. Please keep all noise and playing to a minimum so as to not disturb others in the complex. “Lights out” is no later than 12:30 a.m., and must be adhered to.
5. Males and females are to remain in separate sleeping quarters at all times. Under no circumstances are members of the opposite sex permitted in the opposite members sleeping accommodations / rooms!
6. No smoking on retreat premises is allowed. Underage smoking by anyone, at any time, will not be tolerated. Alcohol and illegal drugs are not permitted, and are grounds for immediate dismissal.
7. For safety reasons, no outside visitors from the beach are permitted on the retreat grounds. Use of facilities is limited to groups and guests of retreat property. All visitors must check in at the Front Desk.
8. No profanity, inappropriate clothing / T-shirts, or swimsuits. Swearing and any behaviors contrary to Christian principles will not be tolerated. No “public displays of affection” between participants is allowed. Inappropriate physical and/or sexual behavior will not be tolerated, and is grounds for dismissal from the facility and event.
9. No fireworks, smoke bombs, or fires of any sort are permitted on the premises.
10. Dorm Rooms and bathrooms should be kept neat and clean. Trash bags and cans are in the hallways - please use them!
11. Groups must arrive promptly for all meal times and appropriate attire must be worn (i.e.: shirts and shoes). Groups must arrive promptly for all scheduled sessions of the Retreat.
12. Participants under 21 years of age, whether alone or in a group, must be in the company of an adult chaperone at all times when away from the retreat property. There are to be no exceptions to this rule!

13. Food and drinks are not permitted in the Meeting Rooms.
14. There is a \$10.00 fee for any / all lost keys. Lost key fees will be charged to the Church that is responsible, and must be paid in cash prior to leaving the retreat property.
15. All adults over 21 years of age are considered chaperones. Teens are expected to respect their authority even if from a different parish.

ALL PARTICIPANTS ARE REQUIRED TO ABIDE BY THE ABOVE EXPECTATIONS.

THEY ARE LISTED IN NO PARTICULAR ORDER - ALL OF THEM ARE IMPORTANT! FAILURE TO DO SO WILL RESULT IN SERIOUS CONSEQUENCES, WHICH MAY INCLUDE BEING SENT HOME AT YOUR OWN EXPENSE OR THAT OF YOUR PARENTS.

Catholic Archdiocese of Atlanta (attachment 2)

(Parish name)
Annual Medical Release

Name of Student: _____ Date of Birth: _____

Address: _____

_____ Home phone #: _____

Participant's Social Security Number: _____ (Required for treatment in most Hospitals.)

Emergency Medical Treatment: In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical attention. I wish to be advised prior to any further treatment by the doctor and hospital. If you are unable to reach me, contact:

Emergency contact _____ Phone # _____

Relation to participant _____

If you are unable to reach parent/guardian or the emergency contact person, I hereby grant permission for the doctor and hospital to exercise professional judgment in treating participant.

Medical / Hospital Insurance Carrier _____

Name of Policy Holder _____ Relation to participant _____

Policy Number _____ Group Number _____

Signature of Parent / Guardian _____ Date _____

<p>Father/Guardian's full name: _____</p> <p>Social Security Number: _____ Phone #: _____</p> <p>Home address: _____</p> <p>Place of business/address: _____</p> <p>_____ Phone #: _____</p>
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<p>Mother/Guardian's full name: _____</p> <p>Social Security Number: _____ Phone #: _____</p> <p>Home address: _____</p> <p>Place of business/address: _____</p> <p>_____ Phone #: _____</p>
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(Both sides need to be complete and signed)

Name of Participant _____

Medications: My child is taking the following medication(s):

Description _____ Dosage _____

Description _____ Dosage _____

(EITHER A PHYSICIAN'S PRESCRIPTION OR PARENT NOTE MUST ACCOMPANY ALL MEDICATIONS. PRESCRIPTION / NOTE SHOULD BE ATTACHED TO THIS FORM.)

I hereby grant permission for non-prescription medications to be given, if deemed appropriate.

Drug allergies _____

Other allergies / reactions (food, plants, insects, etc.) _____

List any other health problems / limitations that we need to be aware of _____

Signature of Parent / Guardian _____ Date _____

**(This Medical Release is good for the period of one year;
Beginning ____ and ending ____.)**

Catholic Archdiocese of Atlanta

(Parish name)

Field trip - Parental / Guardian Consent Form and Liability Wavier

Name of Participant: _____

Sex _____ Date of Birth _____ Age _____

Parent / Guardian's Name _____

Address: _____

Home phone #: _____

Work # _____ Cell # _____

Participant's Social Security Number: _____ (Required for treatment in most Hospitals.)

I, (Parent/Guardian above), grant permission for my child, (Participant above), to participate in this parish event that requires transportation to a location away from the parish site. This activity will take place under the guidance and direction of parish employees and /or volunteers from the parish. A brief description of the activity follows:

Type of Event: *(to be filled out by parish)*

Destination of Event: *(to be filled out by parish)*

Individual in Charge: *(to be filled out by parish)*

Estimated time of Departure and Return: *(to be filled out by parish, if this is a weekly event, please give details in this space)*

Mode of transportation to and from event: *(to be filled out by parish)*

As a parent and / or legal guardian, I remain legally responsible for any personal actions taken by my child. I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend this **PARISH** (listed above), its officers, directors, and agents and the **ARCHDIOCESE OF ATLANTA**, Georgia, chaperones, or representatives associated with the event, arising from or in connection with my child attending the event or in connection with any illness or injury or cost of medical treatment in connection therewith, and I agree to compensate the parish, its officers, directors and agents, and the Archdiocese of Atlanta, chaperones, or representatives associated with the event for reasonable attorney's fees and expenses arising in connection therewith.

I / we hereby grant permission for publication of group (two or more persons) photo taken at youth events.

Signature of Parent / Guardian _____ Date _____

(INSERT NAME OF PARISH HERE)

PARENTAL CONSENT AND EMERGENCY MEDICAL RELEASE FORM

(INSERT NAME OF EVENT HERE)

(INSERT DATES AND PLACES HERE)

I/We, the parent(s)/guardian(s) of _____ do hereby give my/our permission and approval for my/our son/daughter/guardianship to participate on the (INSERT NAME OF EVENT HERE) on (INSERT DATE (S) HERE), with the (INSERT NAME OF PARISH HERE) Youth Group.

I/ We do hereby, for myself, my heirs, executors, and administrators, waive, release, absolve, indemnify and agree to hold harmless any and all adults who chaperone this event, other participants, (NAME OF PARISH), the Catholic Archdiocese of Atlanta, (NAME OF EVENT / ORGANIZATION), and any of the above named parties' representatives, successors, supervisors, sponsors, and/or organizers, for any injuries in connection with the outing / event(s) named above provided that said injuries are not the result of negligence. I/We hereby grant permission for publication of group (two or more persons) photos taken at youth events.

I/We also give permission to seek any emergency care should my child be involved in any accident or be injured in any way during such events named above. I/We understand that in any such instance, all attempts will be made to contact the parent/guardian. In the event that I/we cannot be contacted, I/we hereby give permission to the attending physician to hospitalize, secure treatment for, and to order injection, anesthesia, and/or surgery for my child, as named herein.

I also agree that I am legally responsible for all/any personal actions taken by my child/guardianship during this event, and agree to be financially responsible for any/all damages, legal fees, and other costs incurred as a result of the actions/behavior of my child/guardianship.

Furthermore, I/we agree that if the above named student's behavior is inappropriate, unsafe and/or detrimental to the group, I will be contacted immediately to secure means of removing my child/guardianship from the event premises. I understand that any financial costs incurred as a result of my child/guardianship being sent home are my responsibility.

Parent/Guardian signature: _____ Date: _____

Printed Name: _____ Relationship: _____

Name of Parish: _____ Name of Youth Minister: _____

In signing this form, I certify that all information contained herein is true and accurate to the best of my Knowledge.

Participant's Signature: _____ Date: _____

In signing the above line, I agree to abide by any / all policies and rules established for this event / activity. Should I not be able to maintain the guidelines and expectations of the adults and my peers, I understand that there will be consequences for my actions, including being removed from the activity and being sent home at my parent's expense.

Basic rules / expectations include, but are not limited to, the following: Respect for all adult leaders, peers, and all property; NO illegal drugs, alcohol, underage smoking, firearms, explosives, or other illegal substances; Males and females are to remain in separate sleeping spaces at all times; No inappropriate physical / sexual activity; Appropriate attire is to be worn at all times. Other guidelines may be set forth accordingly by adult chaperones present for the event(s).

Requested information on both sides of this form MUST be filled in completely in order for the student to participate in this event.

Name of Student: _____ Date of Birth: _____

Address: _____

Home phone #: _____

Participant's Social Security Number: _____ (Required for treatment in most Hospitals.)

Father/Guardian's full name: _____

Social Security Number: _____ Phone #: _____

Home address: _____

Place of business/address: _____

Phone #: _____

Mother/Guardian's full name: _____

Social Security Number: _____ Phone #: _____

Home address: _____

Place of business/address: _____

Phone #: _____

Relative or friend to contact if unable to reach parent/guardian in the event of emergency:

Name & Relationship: _____

Phone #: _____

Insurance Carrier: _____

Insurance Policy Number: _____

Insurance is provided by which parent and/or place of employment? _____

Address and Phone Number of Company: _____

Special considerations to be aware of (i.e.: allergies, medical conditions, etc.) _____

Medication (and dosage) my son/daughter is currently taking: _____

(EITHER A PHYSICIAN'S PRESCRIPTION OR PARENT NOTE MUST ACCOMPANY ALL MEDICATIONS. PRESCRIPTION / NOTE SHOULD BE ATTACHED TO THIS FORM.)

****Please photocopy insurance card that is to be used and attach it to this form****

(INSERT NAME OF PARISH HERE)

ADULT CONSENT and RELEASE FOR MEDICAL TREATMENT

(For adult participants, 21 years of age or older.)

In Case Of Emergency, and in the event that I am not coherent or conscious, I hereby grant (INSERT NAME OF YOUTH MINISTER HERE), and/or other adult chaperones of (INSERT NAME OF PARISH HERE), permission to act on my behalf in seeking emergency medical treatment for myself in the event that such treatment is deemed necessary.

I hereby give my permission to those administering medical treatment to do so.

I further absolve and release (INSERT NAME OF PARISH HERE), its Pastor, employees, and volunteers, as well as the Archdiocese of Atlanta and its employees, from any liability whatsoever when acting on my behalf in regard to medical treatment, and in any other respect deemed necessary should I become incapacitated.

Name of Participant: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Social Security Number: _____
(Required for treatment in most Hospitals.)

Insurance Company: _____

Policy Number: _____

Insurance Address / Phone: _____

Place of employment providing Insurance: _____

Additional comments regarding medical history, allergies, medications, or other conditions:

<p>In the event of an emergency, please contact the person(s) named below:</p> <p>Name: _____</p> <p>Relationship: _____</p> <p>Phone Number(s): _____</p>

I hereby grant permission for publication of group (two or more) photos taken at youth events.

I acknowledge that my signature on the bottom of this page signifies that I am in agreement with all the statements on this form. Furthermore, I agree to abide by all policies and expectations regarding adult leaders / chaperones as put forth by (INSERT NAME OF PARISH HERE) and the Catholic Archdiocese of Atlanta. My primary function on this trip is to ensure the safety and well being of all participants in my charge. I will refrain from any actions / behaviors that are not consistent with the teachings of the Catholic Church and any that could be potentially harmful to myself and any other participants.

Signature of Participant: _____ Date: _____

(NAME OF PARISH)

USE OF TOBACCO AND RELATED ITEMS

Parental Permission Form

It is a policy of the Archdiocese of Atlanta, that teens under the age of 18 are not permitted to smoke or use other tobacco products while participating in Archdiocesan or Parish sponsored events and activities.

However, we do understand that some young people are addicted to cigarettes and related tobacco products. Because of this, teens under the age of 18 will be permitted to use tobacco products with the expressed written consent of their parent / guardian only.

During events and activities, smoking and use of other tobacco products for those teens that have parental permission will only be allowed in designated areas and at designated times as set forth by the adult leadership of the event.

Parents / Guardians:

Should you wish to grant your permission for your son / daughter to smoke / use tobacco products during the week of Christian Leadership Institute, please complete the section below and return this entire form along with the 'Parental Consent and Medical Emergency Release Form'.

_____ has my / our permission to smoke and/or use other
(NAME OF STUDENT / PARTICIPANT)
tobacco related products during (name of event). I / we grant our son / daughter permission to smoke and / or use tobacco products only during designated times as set forth by the adult leadership of the event, and only in designated areas.

Additionally, I / we are willing to uphold any restrictions and / or consequences brought about by the Behavior of my / our child should he / she choose to not to abide by the guidelines set forth by this agreement.

Printed Name: _____ Date: _____

Signature: _____ Relationship to Teen: _____

Teen Participant's Signature: _____

(Attachment 7)

Catholic Archdiocese of Atlanta

(INSERT NAME OF PARISH HERE)

DRIVER INFORMATION SHEET

PLEASE NOTE: ALL DRIVERS MUST BE AT LEAST 21 YEARS OF AGE AND HAVE A VALID DRIVERS' LICENSE, VEHICLE REGISTRATION, AND VEHICLE INSURANCE.

DRIVER INFORMATION

Full Name _____ Date of Birth _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Number(s) _____

Social Security Number _____ Driver's License Number _____

State License Issued By _____ Date of Expiration _____

VEHICLE INFORMATION

Name of Owner _____ Year of Vehicle _____

Address _____ Make of Vehicle _____

_____ Model of Vehicle _____

License Plate Number _____ Expiration _____

(If more than one vehicle is to be used, the above information must be provided for each and every one.)

INSURANCE INFORMATION

Insurance Company _____

Address & Phone Number _____

Policy Number _____ Expiration Date _____

Liability Limits on Policy _____

(Please Note: The minimal recommended liability limit for privately owned vehicles is \$100,000 / \$300,000.)

CERTIFICATION

I certify that the above information is correct and accurate to the best of my knowledge and ability.

I understand that in order to provide transportation for Parish and/or Youth Group related activities; I must be at least 21 years of age and possess valid drivers' license, vehicle registration and required insurance coverage.

I understand that when providing transportation for minors, I am acting as an adult chaperone, and will conduct myself accordingly with respect to the expectations and guidelines of the Archdiocese of Atlanta and my parish.

Signature _____ Date _____