



## Youth Minister/Volunteer Checklist for Overnight Events

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*Check when completed*

### **Chaperones**

- Safe environment clearance verified for all chaperones
- Driver's license verified for those with driving responsibilities
- Volunteers not chaperoning assigned to a chaperone supervisor
- Any special needs among participants has been shared with chaperones

### **Parent Notification**

- Permission slip for each participant received & signed by parent/guardian
- Emergency contact information for each participant is in possession of event leader
- Medical needs for participants reviewed with event leader and chaperones
- Event leader contact number given to parents so parents can reach event leader
- Leave in the parish a list of all participants with contact information in case of emergency

### **Participants**

- Participants introduced to the rules/boundaries of the event

### **Driver**

- Make sure driver is older than 21 years of age
- Check driver has completed the Volunteer Driver form found on the ATLYouth website and understands personal responsibility
- Review requirement - No adult alone with one teen in the car
- Review requirement - there are more than two teens at all times in the car in the back seat
- Drive from point A to point B. Stops only allowed if planned as a group

### **INSURANCES**

#### **CATHOLIC MUTUAL GROUP**

Alex Hagan, Claims/Risk Manager

404-920-7377

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#### **SPECIAL EVENT ACCIDENT/SICKNESS/INSURANCE**

Nationwide

1-800-525-8669

[groupprotector@consolidatedhealthplan.com](mailto:groupprotector@consolidatedhealthplan.com)