

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
- Chaperone has been informed of duties and expectations

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 that driver has completed the [Driver Approval Process](#) 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

Jordan Harper, Claims/Risk Manager

404-920-7377

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SPECIAL EVENT ACCIDENT/SICKNESS/TRIP INSURANCE

K&K Insurance Group, Inc.

260-459-5048