

Checklist for Parish/School Extended (12+ Hour) Events, Overnight Events and Retreats

- Event/Retreat Organizer must obtain approval from the parish leadership or school principal before scheduling an event.
- Submission of “Request for Overnight Retreat Permission Form” at <https://form.jotform.com/DioceseFW/overnight-retreat-permission-form>. Detailed information, including a schedule for the event, must be included in the request.
- Inform parents/guardians of the details of the event or trip in writing. Details must include:
 - ✓ Transportation and departure and arrival time information.
 - ✓ Group leaders’ names and contact information.
 - ✓ Designated contact person at the parish or school while group is traveling.
 - ✓ Information on location and contact details for the accommodations (hotel, retreat facility, etc.).
 - ✓ Behavior expectations and consequences.
- Obtain all necessary parental permission/consent and waiver forms prior to the event/trip (forms A & B).
 - ✓ <https://fwdioc.org/diocesan-forms>
- Obtain all adult chaperone and adult participant waiver forms (form D).
 - ✓ English: <https://form.jotform.com/DioceseFW/FormD-EN>
 - ✓ Spanish: <https://form.jotform.com/DioceseFW/FormD-ES>
- Verify safe environment compliance of all chaperones and participating adults with the local safe environment coordinator (SEC) for the parish/school. See attached *Safe Environment Compliance Verification Form*. Note: It is not necessary to submit the verification form with the overnight retreat request, but instead keep the form with your records.
- Confirm necessary adult: child ratio for chaperones is met as outlined in the diocesan overnight and retreat policy.
- Create an emergency plan to deal with any medical or other emergency that may occur during the event.
 - ✓ Assess the location and distance to the nearest medical treatment facility.
 - ✓ Create an action plan and chain of authority on how to deal with medical, weather-related emergencies (such as flood, tornado, hurricane), and any other kinds of foreseeable emergencies.
- Drivers who will transport children/youth to, from, or during the event must:
 - ✓ Be 21 years of age and have a valid local driver’s license. Individuals with expired or out-of-state licenses cannot transport other individuals.
 - ✓ Have successfully completed background check (including motor vehicle report).
 - ✓ Provide proof of sufficient and valid insurance.
 - ✓ Have a vehicle which is current on registration (which includes inspection) and which vehicle is in safe, operable driving condition.
 - ✓ Comply with all laws including seatbelt restraints and cell phone usage.
 - ✓ Meet any other requirements as requested by the local Parish/School.
- Develop and communicate clear behavior standards and expectations for participants and chaperones. The standards and expectations of the *Diocese of Fort Worth Code of Conduct* shall apply to chaperones and participants. Organizers should also communicate the consequences for non-compliance with the rules and standards. The rules and standards should include terms that anyone found violating the lodging rules above may be required to return home early.