

# 2011-2012 Diocesan Liability Waiver and Consent for Emergency Medical Treatment Forms Overview UPDATE August 31, 2011

These forms were updated August 31, 2011 and will take effect IMMEDIATELY and remain in effect until May 31, 2012.

Prior to DCYC this summer, our team that went through the parish release forms binders found major errors on about 30% of the forms. A major error is where a required signature is left off or key information that is requested is not included. This is too high of a failure rate so we have reconfigured the release forms so that it is much more clear about where and which signatures are needed and we have cleaned up the information we are requesting. For example, we no longer ask for the social security # of the person that is covered by insurance.

These forms should be used IMMEDIATELY. If you continue using the old forms through May 30th, you must make sure that every signature requested is signed including the signature just above the notary information. This was a major error in that many people thought this signature was only needed if you were going out of state. THAT IS INCORRECT. This signature is needed as are the other three signatures.

As a result of this error and others, we now have a separate release form for out of state/country trips/pilgrimages. This will be FORM OA and Form OB for Out of state.

Please use the following approved forms for youth attending youth ministry/parish/diocesan events, young adults that attend young adult/parish/diocesan events, and adults that serve as chaperones or chaperone helpers during all parish and diocesan youth events.

**FORM A Annual Youth Ministry Parent/Guardian/Conservator Permission, Liability Waiver and Medical Information** must be filled out per each child attending any parish or diocesan youth event annually beginning anytime after May 31st.

**Form B Parental Consent for youth to Participate and to receive Emergency Medical Treatment** must be filled out per each parish and/or diocesan event that the teenager is attending.

**FORMS A and B** must accompany teens on any and all events away from the parish.

**FORMS OA and OB** must be used for out of state/country trips/pilgrimages.

**Form C Young Adult Ministry Release of Liability/ Medical Release and Promotional Release Form** is to be filled out by all young adults attending parish and/or diocesan young adult events. This form may not be used for young adults acting as leaders or chaperones on youth events. They will need to fill out a form B which asks if they have attended safe environment training and chaperone training.

**Form D Adult Liability Waiver, Medical Release and Promotional Release Form** is to be filled out by all adults participating in parish and/or diocesan Youth Ministry Events.

Please be sure to save these documents for use during the entire year that runs August 31, 2011 through May 31, 2012.

**Why use these forms?**

**Our goals in youth ministry call us to three things:**

1. to empower young people to live as disciples of Jesus Christ in the world today
2. to draw young people to responsible participation in the life, mission, and work of the Catholic faith community
3. to foster the total personal and spiritual growth of each young person.

Implicit in these goals is that we first care for the teens placed in our care. These forms remind us: that each young person is precious, that we must partner with the teens parents to provide the best safety net possible, that we have permission to seek medical attention for these young people if the need arises.

The **On and Off Site Youth Ministry Guidelines, Keeping Children and Youth Safe Training, Background checks** for all adults working with young people are other aspects of providing **safe and sacred spaces** for our young people.

Note the following:

- **FORM B** changed dramatically last year to include some information that I think many parishes have already been including on this form (**see brief description of the activity below**). As in the past, the form includes parent permission for each event and consent to seek medical treatment for their child. Additionally, there is a sentence about noting any changes to the medical needs of the child and insurance since they filled out Form A.

**A brief description of the activity follows:**

Description of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Destination of event: \_\_\_\_\_

\_\_\_\_\_

Individual(s) in charge: \_\_\_\_\_ / \_\_\_\_\_

Estimated time of departure and return: \_\_\_\_\_

Mode of transportation to and from event: \_\_\_\_\_

Transportation to/from event is the responsibility of the participant

Here is a sample of how I would fill this out for a lock in at Fun Under the Sun Golf 'n Games

**A Sample brief description of the activity follows:**

**Description of event:** Jr. High Lock-in at Fun Under the Sun Golf 'n Games

**Date of event:** July 17-18, 2011

**Destination of event:** The lock-in will take place at the Fun under the Sun Golf 'n Games

**Individual(s) in charge:** Frank Jones/Mary Castillo

**Estimated time of departure and return:** We will meet at fun under the sun Golf 'n Games at 7pm Friday July 17, 2011 and ask that you pick up your child at 10am Saturday July 17, 2011

**Mode of transportation to and from event:**

*X Transportation to/from event is the responsibility of the participant*

You may add your "what to bring items" and other information about the event to this form. FORM B must be filled out for each parish and/or diocesan event.

- **FORM C1** is NOW a Liability WAIVER for young adults attend young adult events sponsored by your parish, another parish or by the Diocese. I have added this form because until now, we have been having young adults fill out the Adult Waiver and it is confusing to them because it asks questions about their involvement in youth ministry which is most likely not the case. They are just attending a young adult event. From this point forward, you will use Form C for ALL YOUNG ADULTS attending Young Adult events. If they are a Young Adult chaperoning a Youth Event, they will need to fill out FORM D as always.
- Form C2 is NOW a Liability WAIVER for campus ministry students that attend College Campus Ministry events.

**How long do you have to keep these forms?** The forms can be shredded at the end of every year (after May 31<sup>st</sup>) unless an incident occurs involving a participant and in which case the forms should be kept on file. This includes the promotional release. The only promotional release forms that should be kept are the ones that revoke this release in writing.

**How do you use these release forms?**

- One form will cover both parish and diocesan events.
- The Annual Parental liability Waiver for Youth will be referred to as **FORM A**, the consent for medical treatment will be referred to as FORM B. **Form A** will be good for one year while Form B will be only good per each youth ministry event or a series of events (ex. league softball games). Form OA and OB will be used for all out of state/country trips/pilgrimages.
- Do not change any of the "wording" on these forms without checking with me or the diocesan risk manager. Please do not allow people to mark out or place a big "X" over words or paragraphs that they do not like. They must be agreed to in whole with the language that is in place. These forms are not optional, they are mandatory to be used as is.

- All of these forms (FORM A, FORM B, Form OA and OB, FORM C and FORM D) do need to accompany your group on their events Do not leave your release forms back at the parish - they do you no good there. I request that you carry all Liability Forms (FORMS A, B, OA, OB, and D) together in a binder in alphabetical order with a copy of the Parish Release Forms Data Tracking Sheet in the front of the binder. In this way, they can be pulled out easily in case of an emergency (a lot of medical information remains on the Annual Liability Waiver Form A that may be needed at the hospital or clinic in the case of an emergency and Form B has the Consent for Treatment). **Form C** should travel with your young adult group attending events.
  
- **Parish Release Forms Data Tracking Sheet** is a form that will allow you to track who has all appropriate forms turned in each year. You will need to keep an electronic copy of this tracking sheet **for two years** as proof for which youth and adults you received completed liability waiver forms. That means the Tracking Sheet for 2011-2012 (this coming year) will need to be kept electronically through May 2014. Additionally, this tracking sheet will allow you to quickly see who you have forms for and who you don't. This sheet will also be turned in with your liability waiver form binder required at all diocesan events (see below). No one likes more forms but this form has the potential to save you some time.
  
- Each parish will be asked to **submit a binder with all forms A, B, and D** for the group you are bringing to each diocesan youth ministry event (Form C for diocesan young adult events). The forms must be put into the binder alphabetically by last name with all forms together for each person. Additionally, your Parish Release Forms Data Tracking Sheet can be used to create a list of the entire group attending with forms which must be in the front of the binder (alphabetically please).
  
- Refer to the **On and Off Site Youth Ministry Guidelines** so that your youth ministry events, retreats, service projects, etc. are in accord with diocesan guidelines.

Thanks for using these updated liability waiver and medical consent forms beginning August 31, 2011. If you have problems understanding these forms or how to use them, please contact Kevin Prevou at [kprevou@fwdioc.org](mailto:kprevou@fwdioc.org) or 817.560.3300 ext. 261.