



*St. Edward the Confessor  
Catholic Church  
Office of Evangelization*

**ADULT CHAPERONE FORM**  
**HIGH SCHOOL YOUTH MINISTRY SUMMER TRIPS**  
**LIABILITY RELEASE & COMMITMENT FORM**  
for rising 9<sup>th</sup> grade through graduated 12<sup>th</sup> grade



**PARTICIPANT'S INFORMATION:**

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

IS THE YOUTH MINISTER ALLOWED/ABLE TO TEXT THEM?: Y / N

EMAIL: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ GENDER:  F  M

ADULT T-SHIRT SIZE:  S  M  L  XL  XXL

SPECIAL DIETARY NEEDS? PLEASE CHECK ALL THAT APPLY:

VEGETARIAN  VEGAN  GLUTEN-FREE  PEANUT-FREE

**EMERGENCY CONTACT:**

NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_

RELATIONSHIP TO PARTICIPANT: \_\_\_\_\_

**SAFE ENVIRONMENT:**

ALL ADULTS WHO PARTICIPATE IN A YOUTH EVENT MUST BE IN COMPLIANCE WITH THE DIOCESAN SAFE ENVIRONMENT POLICIES. PLEASE INDICATE THAT YOU HAVE COMPLETED EACH COMPONENT LISTED BELOW:

SCREENING ONE (COMPLETED EVERY 5 YEARS):  YES  NO

VIRTUS TRAINING (COMPLETED ONCE):  YES  NO

PRINT YOUR ENTIRE LEGAL NAME:  
\_\_\_\_\_

**CHAPERONE SHORT ESSAY:**

AS AN ADULT VOLUNTEER, WHY DO YOU FEEL CALLED TO CHAPERONE THIS PARTICULAR SUMMER TRIP? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUMMER 2019 HIGH SCHOOL TRIP OPTIONS:**

CHECK YOUR PREFERRED ACTIVITY/ACTIVITIES AND **SUBMIT THIS FORM ALONG WITH A CHECK** MADE PAYABLE TO ST. EDWARD CHURCH. *DEPOSITS AMOUNTS ARE THE TOTAL COST CHARGED TO CHAPERONES ARE NOT REFUNDABLE WE COVER THE REST OF THE FEES – WE APPRECIATE THE TIME YOU SACRIFICE TO BE WITH US!*

**DIOCESAN WORK CAMP: JUNE 22-28**

**\*ADULTS NEED TO BE 21 OR OLDER\***

**\*\*ADULT DEPOSIT \$50 . FORM DEADLINE: APRIL 15\*\***

Joining with 150+ teens from across the diocese in Wise County, VA to learn about social justice and put it into action within our own diocese. We do home repairs during the day and have uplifting programming at night. Work site groups have a mix of teens & chaperones from different parishes.

ADULT ROLES: Work Camp asks for 3 types of adults. Most adults are "adult chaperones," driving teens in a van to and from work sites and helping them all stay safe and involved at the work sites. Every parish is asked to bring 1 "home base volunteer," who stays back at the camp and helps with random tasks throughout the day. We also are asked to bring "contractors," people who are skilled in a certain area of home repair and can offer their services for a week by leading the work at the work sites and teaching teens to do basic repairs.

**STEUBENVILLE ATLANTA CONFERENCE: JULY 11-14**

**\*ADULTS NEED TO BE 21 OR OLDER\***

**\*\*ADULT DEPOSIT \$50 . FORM DEADLINE: APRIL 15\*\***

It's a weekend that can change your life and help you become a passionate Catholic! You will travel to ATL while bonding with other teens from around our diocese, hear inspiring speakers, experience new ways to pray, & more! 3,000 teens from across the USA attend.

ADULT ROLE: Steubenville Atlanta chaperones function partly as traditional chaperones and partly as small group leaders. They keep the teens safe and accounted for through the day, and they are assigned a small group of 6-8 teens to pray with and discuss the conference throughout the trip.

**HIGH SCHOOL MISSION WEEK: AUGUST 12-16**

**\*DRIVERS NEED TO BE 21 OR OLDER, PICNIC HELPERS ARE 18 OR OLDER\***

**\*\*NO ADULT DEPOSIT, LET SARAH KNOW ASAP IF YOU CAN HELP!\*\***

A week of service in our local RVA community. We do service projects throughout the Richmond area in the morning, and we have fun together as a community after lunch. We will attend Mass as a group in the mornings before we head out to work.

ADULT ROLES: Mission Week's main adult role is to drive teens between St. Edward, non-profit service organizations, and fun bonding activities. Chaperones are encouraged to fully participate on the day(s) that they volunteer to help. Chaperones can volunteer for 1 day or all 5 days. In addition, we also ask for a couple of adults to help us with set up our closing picnic and grill on Friday.

**FOR OFFICE USE ONLY:**

PAID \$ \_\_\_\_\_ CASH

PAID \$ \_\_\_\_\_ BY CHECK # \_\_\_\_\_

OTHER: \_\_\_\_\_

## PICK 1+ FUNDRAISER:

**ALL HIGH SCHOOL SUMMER TRIP PARTICIPANTS MUST PARTICIPATE IN AT LEAST ONE GROUP FUNDRAISER. THE MONEY RAISED AT THESE FUNDRAISERS HELP US TO PAY FOR GAS, BUS FEES, TOOLS, SNACKS, SUPPLIES, AND T-SHIRTS. PLEASE CHECK THE FUNDRAISER(S) THAT YOU WILL PARTICIPATE IN.**

- BAKE SALE BAKING: SAT., APRIL 27, 12-4PM
- BAKE SALE SET-UP & SELLING: SAT., APRIL 27, 3-6:30PM
- BAKE SALE SELLING & CLEAN: SUN., APRIL 28, 9-12:45PM
- PARENTS' NIGHT OUT: SAT., JUNE 1, 6-10PM

## HEALTH INFORMATION:

INSURANCE CO.: \_\_\_\_\_

INSURANCE ID #: \_\_\_\_\_

INSURANCE GROUP #: \_\_\_\_\_

CARDHOLDER'S NAME: \_\_\_\_\_

**IS THE PARTICIPANT ALLERGIC TO ANYTHING?**  YES  NO

LIST DETAILS OF ALLERGIES (MEDS, FOODS, CHEMICALS, & SUBSTANCES):  
\_\_\_\_\_  
\_\_\_\_\_

**IS THE PARTICIPANT CURRENTLY TAKING OR HAS TAKEN ANY PRESCRIPTION MEDICATION IN THE LAST 6 MONTHS?**  YES  NO

LIST SPECIFIC MEDICATION, REASONS FOR MEDS, & DAILY DOSAGE:  
\_\_\_\_\_  
\_\_\_\_\_

**DOES THE PARTICIPANT HAVE ANY EMOTIONAL, PHYSICAL, OR SENSORY CONDITIONS?**  YES  NO

LIST ANYTHING WE SHOULD BE AWARE OF OR THAT MIGHT NEED SPECIAL ACCOMMODATIONS: \_\_\_\_\_  
\_\_\_\_\_

**HAS THE PARTICIPANT RECEIVED A TETANUS SHOT?**  YES  NO

LIST DATE OF LAST TETANUS SHOT, IF KNOWN: \_\_\_\_\_

## RELEASE OF LIABILITY & MEDICAL RELEASE:

*I agree on behalf of myself, my heirs, assigns, executors, and personal representatives, to hold harmless and defend the Catholic Diocese of Richmond, its officers, directors, agents employees, or representatives associated with this event from any and all liability, loss or damage arising from or in connection with my participation in this diocesan event. Furthermore, I hereby warrant that to the best of my knowledge, I am in good health and assume all responsibility for my health. In the event of an emergency, I hereby give permission to transport me to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor or that my emergency contact be notified prior to any further treatment. I will not hold the Diocese of Richmond responsible for authorizing any medical treatment beyond necessary transportation to the hospital.*

ADULT CHAPERONE SIGNATURE: \_\_\_\_\_

DATED: \_\_\_\_\_

## USE OF PICTURES AND/OR VIDEO:

*I give permission for pictures and/or video of me engaged in activities related to any Diocesan or St. Edward event to have their pictures posted in the Diocese of Richmond and St. Edward publications or websites. Full names of participants **will not** be used without expressed permission from the parent or guardian. If no box is checked below, the Diocese of Richmond assumes you give permission.*  YES  NO

ADULT CHAPERONE SIGNATURE: \_\_\_\_\_

DATED: \_\_\_\_\_

## ADULT CODE OF CONDUCT

### BASIC ROLE OF CHAPERONES

*The Office of Evangelization for Youth and Young Adults depends on the Chaperones to help facilitate order and to serve as a network of support for the youth. It is important that the Chaperones be an example of obedience and cooperation with the following policies as well as with our staff and volunteers on site. Because of the physical demands of the Work Camp, it is necessary that Chaperones be in good health. It is a very intense week and can be exhausting both physically and spiritually. Because of these conditions, it is not recommended that those with health problems participate as Chaperones. Chaperones should be constantly assessing the youth in their group to be aware of any special needs. They should feel comfortable talking and sharing with the youth. Adults should also be willing to pray with the youth in their group. Adult Chaperones are responsible for their students at all times.*

### DUTIES OF A CHAPERONE

*A Chaperone's responsibilities include, but are not limited to, the following areas:*

#### 1. Alcohol, Drugs, and Smoking

*All state laws concerning alcohol and drugs will be strictly enforced.*

*Possession and/or consumption of alcohol or drugs are not permitted on site during the retreat.*

*All Work Camp sites and buildings are smoke-free facilities.*

*Adults who chose to smoke must smoke out of sight of youth participants.*

#### 2. Appropriate Dress

*All participants are expected to dress in a fashion that represents modesty, respecting other participants and our Lord.*

*Clothing must cover all undergarments and midriiffs. Male participants must wear shirts at all times during Work Camp.*

*The Group Leader and Chaperones are expected to communicate these expectations to the youth before the Work Camp and enforce the dress code at all times during the Work Camp.*

#### 3. Participation

*It is expected that all Work Camp participants (youth, Chaperones, group leaders) will be present and participate at all activities during the entire Work Camp week.*

*At no time should a youth participant leave the Work Camp without one of their adult Chaperones. Adults are strongly discouraged from taking youth off site, except in the case of an emergency.*

*It is to be understood that the said adult takes full responsibility for a youth if they depart Work Camp.*

#### 4. Housing

*Chaperones are responsible for making sure that teen participants are in their designated sleeping areas at curfew time. We are guests at the school and we ask that it is left in better condition than it is found.*

*All youth and adults must be in the sleeping areas by the designated times.*

*An atmosphere of quiet and respect is expected following the lights out time. Violators will be subject to appropriate discipline.*

#### 5. Insubordination

*It is expected that youth and adults will follow the direction of all Work Camp staff and volunteers.*

*Any instances of lack of cooperation or insubordination will not be tolerated and will be subject to appropriate discipline.*

*The first and primary method of dealing with discipline problems will be to work through the Group Leader.*

*The Catholic Diocese of Richmond reserves the right to deny entrance to, or request the ejection of any group or individual who does not comply with the regulations and policies for the Work Camp. In the event that entrance is denied or a person(s) is ejected, NO REFUND will be made.*

*I have read, understand, and agree to the above policies. I will ensure that anyone accompanying me to the retreat also understands and agrees to these policies.*

ADULT CHAPERONE SIGNATURE: \_\_\_\_\_

DATED: \_\_\_\_\_