

Policy for Requesting and Approving Overnight Youth Events:

Overnight Events:
1. Choose the event (Location and dates).
2. Plan the event by developing a proposed agenda (day-by-day, with specified/estimated times and descriptions for activities).
3. Fill out the "Request for Approval – Youth Events" form found on the diocesan website: <a href="http://www.vermontcatholic.org/index.php?sid=5&amp;pid=999&amp;subnav_id=49">http://www.vermontcatholic.org/index.php?sid=5&amp;pid=999&amp;subnav_id=49</a> - Indicate "YES" when answering the question "Is this an overnight event?"
4. Submit the completed "Request for Approval – Youth Events" form AND a proposed agenda for the event to the Office of Youth and Young Adult Ministry via fax, email, or by mail. - PLEASE NOTE: This form must be submitted <b>AT LEAST FOUR WEEKS PRIOR TO THE EVENT.</b> - The proposed agenda must be in a list format indicating the day-by-day schedule for the event with proposed times and descriptions for activities.
5. The Office of Youth and Young Adult Ministry, in conjunction with the Vicar General and the Office of Safe Environment Programs, will offer an INITIAL approval status. The event will be either approved, denied, or approved with recommendations. The INITIAL decision regarding the event's approval status will be communicated to the sponsoring parish/school and the person identified as the "contact person" for the event. - <b><u>If the event is DENIED:</u></b> The parish/school is not permitted under any circumstances to conduct or participate in the event. - <b><u>If the event is APPROVED WITH RECOMMENDATIONS:</u></b> The parish must review the recommendations provided, and submit a formal memorandum indicating how they will incorporate all recommendations into their youth event. If a formal memorandum is not submitted <b>AT LEAST THREE WEEKS PRIOR TO THE EVENT</b> , the event will not be permitted to take place under any circumstances.
6. The final adult roster must be submitted to the Office of Youth and Young Adult Ministry <b>AT LEAST THREE WEEKS PRIOR TO THE EVENT.</b> The Office of Youth and Young Adult Ministry will work in conjunction with the Office of Safe Environment Programs to ensure that all adults have completed safe environment training and submitted their background check paperwork. - An adult must have a completed background check on file, and must have a safe environment training certificate, before participating in the event. NO EXCEPTIONS WILL BE MADE.
7. The final youth roster must be submitted to the Office of Youth and Young Adult Ministry <b>AT LEAST FIVE DAYS PRIOR TO THE EVENT.</b>
8. All adults who are participating in the event as drivers must submit the Driver Information form <b>AT LEAST THREE WEEKS PRIOR TO THE EVENT.</b> - The Office of Youth and Young Adult Ministry will work in conjunction with the Office of Safe Environment Programs to ensure that all adult drivers have valid license and insurance coverage, in addition to acceptable driving records acquired from the Department for Motor Vehicles. - The Driver Information Form can be found on the diocesan website: <a href="http://www.vermontcatholic.org/index.php?sid=5&amp;pid=999&amp;subnav_id=49">http://www.vermontcatholic.org/index.php?sid=5&amp;pid=999&amp;subnav_id=49</a>
9. All adults and youth waivers/liability forms must be completed, collected and kept on file by the parish. These forms should be organized at the parish by event, and they should be kept in locked storage for at least seven years before being destroyed.

It is recommended to store these forms in a binder that is dedicated exclusively to the event and contains all event information. This binder should be taken to the event so critical information about each participant is available in the event of an emergency. The adult and youth waivers/liability forms can be found on the diocesan website: [http://www.vermontcatholic.org/index.php?sid=5&pid=999&subnav\\_id=49](http://www.vermontcatholic.org/index.php?sid=5&pid=999&subnav_id=49)

10. The event requires FINAL APPROVAL from the Office of Youth and Young Adult Ministry before it takes place. FINAL APPROVAL FOR THE EVENT WILL BE GRANTED **AT LEAST ONE WEEK PRIOR TO THE EVENT**. Final approval for the event is contingent upon whether the following requirements are met:

- The “Request for Approval – Youth Events” for has been submitted with a proposed agenda, and the request was granted either “approval” or “approval with recommendations.”
- If given the status of approval with recommendations, a formal memorandum is on file explaining how the recommendations will be incorporated into the event.
- The adult and youth rosters have been submitted.
- All adults have completed their required safe environment requirements
- All adult drivers are approved to drive for the event based on their valid license, insurance coverage, and driving records.
- Waivers and Liability forms have been collected from all participating adult and youth, and are kept on file at the parish in a secure location.