



400.31

POLICY

GUIDELINE

ADMINISTRATION

FIELD TRIPS

A field trip is defined as a parish sponsored activity supervised by parish personnel and/or adult volunteers which occurs off site.

No minor may participate unless a signed parent permission and liability waiver form for the specific event is received by the parish prior to the field trip. A standardized parent permission and liability waiver form is available from the diocese (See 400.33).

The standardized form must be completed by the parent/guardian in its entirety and no content of the form may be omitted or edited in any way. Additional fields requesting additional information (such as shirt size or meal choices) may be added, so long as no other fields are removed or edited in any way.

This form may be completed in an online format and submitted by the parent as long as the original content is in place and the parent/guardian checks the approval boxes.

If a minor registers at a parish or diocesan event or field trip and does not bring the completed form, the adult leaders in charge may refuse participation or call the parent/guardian and take the information on the form over the phone and note the parent/guardian verbal consent. Two adult leaders must be present and sign the form to verify parent/guardian consent.

Record of parental consent and permission must be retained on file for seven (7) years. Any parish records with the name, address, e-mail, home phone number or mobile phone number, or any other personally identifiable information as well as private information like health insurance or medical information of a minor, must be kept in a secure location at all times.



400.31 (Cont'd)

■ POLICY

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No adult participant or chaperone may participate unless a signed adult permission and liability waiver form for the specific event is received by the parish prior to the field trip. A standardized adult permission and liability waiver form is available from the diocese (See 400.35).

The standardized form must be completed by the participating adult in its entirety and no content of the form may be omitted or edited in any way. Additional fields requesting additional information (such as shirt size or meal choices) may be added, so long as no other fields are removed or edited in any way.

This form may be completed in an online format and submitted by the participating adult as long as the original content is in place and the adult checks the approval boxes.

Record of adult permission and liability must be retained on file for seven (7) years. Any parish records with the name, address, e-mail, home phone number or mobile phone number, or any other personally identifiable information as well as private information like health insurance or medical information, must be kept in a secure location at all times.

Whenever possible, bus transportation should be provided. If a private passenger vehicle is used, all drivers and vehicles must be in full compliance with the *Diocesan Financial Policy Manual* (1504.0).