

## **Forms That Need To Be Completed For Any Youth Event.**

***These forms need to be completed and saved for six (6) years for each event your parish hosts, or the Diocese of Duluth Office of Word hosts. It's a lot of forms, but they are forms required by Catholic Mutual. If they aren't completed, and there is a claim, Catholic Mutual is not obligated to process the claim.***

- *Sexual Misconduct Policy/Background Checks:* for anyone who is 18 years old or older chaperoning, teaching or working in any way with the youth of your parish or school. Any teen (12-18) who is teaching or assisting with a group of children should also read and sign the *Sexual Misconduct Policy/Background Check*. All original signed forms are to be sent to Rose at the Pastoral Center. (For extra policy books and questions, please call Rose, 218-724-9111).
- *Parent Legal Guardian Permission Slip (Parish Administration Procedure Manual: Pg. I-40)* or provided by Diocese of Duluth Office of Word. **ALL** youth participants **MUST** complete this form. Have this form on your person during the event. Copies of completed forms are sent to the Diocese only when requested. If a parent refuses to sign this form, the youth may not participate in the event. (Keep these forms with all other signed permission forms for the event for six [6] years.)
- Volunteer drivers: *Auto liability (Parish Administration Procedure Manual: Pg. I-66 through I-68)*
- Catholic Mutual strongly suggests that you provide a permission form to be signed by parents/guardians stating that they give permission for their youth to ride in the vehicle driven by a volunteer driver. See policy and forms in the *Parish Administration Procedure Manual: Auto liability, Pg. I-66 through I-68*.

Catholic Mutual also strongly suggests: If the youth is driving his/herself to an event and is stopping at the parish site first (i.e. home to parish gathering site to event) and the parish is organizing rides a form should be provided for the parents to give their permission. This can be a homemade form. For instance:

Provide permission forms to be signed by parents, if youth are driving themselves. The form does not need to be formal. Something stating that they are aware and give permission for their son/daughter (include name) to drive to the event (name the event). Include a place for the parent(s) to sign and date the form. (Keep these forms with all signed permission forms for the event for six [6] years.)

However if a youth is driving his/herself from home to the event (not stopping at a group gathering site until they reach the event) the above mentioned forms need not be provided.