

## Off Site Church Activities GUIDELINES Check-list

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When planning off-site church activities, there are several items that must be taken in consideration, such as travel insurance (if applies), background checks for volunteers, parental consent and medical release forms for minors, church board pre-approval, and many other items. All activities must be approved by the church board. This approval must be recorded in the church board minutes. Youth/children's leaders are accountable to the Church board that is approving the event.

### Step #1

Provide your church board details of the activity in writing, such as:

- a. Departure date and return date of trip.
- b. Place/City/Country of trip.
- c. A list of all participants (minors and adults), and information for an at-home emergency contact person for each participant. This information must be retained by your church leadership to be used in the event of an emergency.
- d. Provide a copy of purchased travel insurance (Adventist Risk Management) for each traveler (when applies).

### Step #2

Background Checks (Volunteer Screening) will need to be completed for each adult participating in the trip (including parents of participating minors).

### Step #3

Forms that you will need to use when planning off-site activities:

- a. Activity Planning Checklist  
[https://adventistrisk.org/SiteMedia/SiteResources/pdfs/prevention/forms/trip\\_offsiteactivityplan\\_checklist\\_novehicle\\_en\\_07262016.pdf](https://adventistrisk.org/SiteMedia/SiteResources/pdfs/prevention/forms/trip_offsiteactivityplan_checklist_novehicle_en_07262016.pdf)
- b. Vehicle Pre-Trip Inspection Form  
[https://adventistrisk.org/SiteMedia/SiteResources/pdfs/vehiclepretripinspectionform\\_20140707.pdf](https://adventistrisk.org/SiteMedia/SiteResources/pdfs/vehiclepretripinspectionform_20140707.pdf)
- c. Parental Consent Form (PDF)
- d. Medical Release Form (PDF)
- e. Certificate of Qualification to Transport Minors by Private Vehicle (PDF)
- f. Accident and Incident Report form (*Recommended taking a supply of 5 or more forms in the event of emergencies*).  
[https://www.adventistrisk.org/sitemedia/siteresources/pdfs/prevention/forms/accident-incident-report\\_worksheet\\_eng\\_07262016.pdf](https://www.adventistrisk.org/sitemedia/siteresources/pdfs/prevention/forms/accident-incident-report_worksheet_eng_07262016.pdf)

## Step #4

In the event of an emergency, the church pastor or designated church board member should:

- a. Contact all travelers' family to notify them of the emergency
- b. Contact the local Conference immediately for further procedures and (legal) assistance with the matter.

## Step #5

Additional Resources for Review

- Child & Youth Activities <https://adventistrisk.org/prevention-resources/safety-topics/child-and-youth-activities>
- Youth Trips! Where are the Rules? <https://adventistrisk.org/prevention-resources/solutions-newsletter/august-2013/youth-trips!-where-are-the-rules>
- Safely There and Back [https://adventistrisk.org/SiteMedia/SiteResources/pdfs/travel\\_safety\\_eng-span.pdf](https://adventistrisk.org/SiteMedia/SiteResources/pdfs/travel_safety_eng-span.pdf)
- Travel and Mission Trip Safety <https://adventistrisk.org/prevention-resources/safety-topics/travel-and-mission-trips>
- Youth Supervision Guidelines [https://adventistrisk.org/sitemedia/siteresources/pdfs/prevention/infosheets/youth-supervision\\_info-sheet\\_eng.pdf](https://adventistrisk.org/sitemedia/siteresources/pdfs/prevention/infosheets/youth-supervision_info-sheet_eng.pdf)
- How to Supervise Youth? <https://adventistrisk.org/prevention-resources/solutions-newsletter/may-2013/how-to-supervise-youth>
- Parental Liability Waiver for Children's Activities <https://www.adventistrisk.org/prevention-resources/solutions-newsletter/august-2012/parental-liability-waiver-for-children%E2%80%99s-activitie>
- Drivers and Transportation Safety <https://www.adventistrisk.org/prevention-resources/safety-topics/drivers-and-transportation>
- 15 Passenger Van – Dangerous and Deadly [https://www.adventistrisk.org/SiteMedia/SiteResources/PDFs/15PassengerVan\\_ENG\\_09062016\\_v3.pdf](https://www.adventistrisk.org/SiteMedia/SiteResources/PDFs/15PassengerVan_ENG_09062016_v3.pdf)
- Water Sports & High Risk Activities information, *when applies*. (PDF)
- Webinars on Transportation
  - <https://www.youtube.com/watch?v=abOL5WfY9iE&feature=youtu.be>
  - <https://www.youtube.com/watch?v=2LNZ9qQulAU&feature=youtu.be>
  - <https://www.youtube.com/watch?v=ctOkTKMqEkE>