

Offsite Church Activities GUIDELINES Check-list

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/Adventist_Risk/media/ARM/Resource%20Page/PDFs/English/FRM_OffsiteActivityPlanning_NADENG.pdf?ext=.pdf
- b. Vehicle Pre-Trip Inspection Form
https://adventistrisk.org/Adventist_Risk/media/ARM/Resource%20Page/PDFs/English/FRM_VehiclePreTripInspection_NADENG.pdf?ext=.pdf
- c. Parental Consent Form (PDF) http://adventistyouthministries.org/files/safety-guidelines/PDFs_Docs/ParentalConsentForm.pdf
- d. Medical Release Form (PDF) http://adventistyouthministries.org/files/safety-guidelines/PDFs_Docs/MedicalReleaseForm.pdf
- e. Certificate of Qualification to Transport Minors by Private Vehicle (PDF)
<http://adventistyouthministries.org/files/images/Safety-Guidelines-microsite/PDF/DRIVER-Certificate-Of-QUALIFICATION-CHURCH.pdf>
- f. Accident Incident Report form (*Recommended taking a supply of 5 or more forms in the event of emergencies*).

https://adventistrisk.org/Adventist_Risk/media/ARM/Resource%20Page/PDFs/English/FRM_Accident-Incident-Report_NADENG.pdf?ext=.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

- Essentials For Every Ministry's First Aid Kit <https://adventistrisk.org/en-US/Safety-Resources/Solutions-Newsletter/Essentials-for-Every-Ministry-s-First-Aid-Kit>
- Child & Youth Activities <https://adventistrisk.org/en-US/Safety-Resources/Solutions-Newsletter/How-to-Avoid-Unnecessary-Risk-on-Your-Next-Pathfin>

<https://adventistrisk.org/en-US/Safety-Resources/Solutions-Newsletter/Laying-the-Groundwork-for-a-Successful-Campout>
- Safely There and Back <https://adventistrisk.org/en-US/Safety-Resources/Church>
- Travel and Mission Trip Safety <https://adventistrisk.org/en-US/Safety-Resources/Solutions-Newsletter/3-Risk-Areas-Every-Missionary-Should-Consider>
- Youth Supervision Guidelines
https://adventistrisk.org/Adventist_Risk/media/ARM/Resource%20Page/PDFs/English/IFSHSupervision_NADENG.pdf?ext=.pdf
- Appropriate Supervision for Youth Counselors
<https://adventistrisk.org/en-US/Safety-Resources/Solutions-Newsletter/Appropriate-Supervision-for-Youth-Counselors>
- Water Sports Resources:
<https://adventistrisk.org/en-US/Safety-Resources/Solutions-Newsletter/Are-You-Ready-for-Some-Fun-in-the-Water>
<https://adventistrisk.org/en-US/Safety-Resources/Solutions-Newsletter/River-Danger-How-to-Enjoy-Nature%E2%80%99s-Waters-While-S>
<https://adventistrisk.org/en-US/Safety-Resources/Solutions-Newsletter/5-Things-to-Consider-for-Baptisms-in-Natural-Bodie>

Three Questions You Need to Ask Before Hitting the Road

- Can any volunteer drive?
- How will I know their driving record?
- What do I need to do before allowing any volunteers to drive?

<https://adventistrisk.org/en-US/Safety-Resources/Solutions-Newsletter/Three-Questions-You-Need-to-Ask-Before-Hitting-the>

- Drivers and Transportation Safety

https://adventistrisk.org/Adventist_Risk/media/ARM/Insurance%20Product%20Resources/Risk%20Management%20Resources/Short%20Term%20Travel/English/IFG_ProtectYourDeviceWhileTraveling_NADENG.pdf?ext=.pdf

<https://adventistrisk.org/en-US/Safety-Resources/Solutions-Newsletter/Is-It-Worth-the-Risk>

- Vehicle Pre-Inspection Form

https://adventistrisk.org/Adventist_Risk/media/ARM/Resource%20Page/PDFs/English/FRM_VehiclePreTripInspection_NADENG.pdf?ext=.pdf

- Vehicle Accident Prevention

https://adventistrisk.org/Adventist_Risk/media/ARM/Resource%20Page/PDFs/English/IFS_VehicleAccidentPrevention_NADENG.pdf?ext=.pdf

<https://adventistrisk.org/en-US/Safety-Resources/Solutions-Newsletter/Turning-the-Key-on-Vehicle-Accident-Prevention>

- 15 Passenger Van – Dangerous and Deadly

<https://adventistrisk.org/en-US/Safety-Resources/Solutions-Newsletter/15-Passenger-Vans-What-is-the-Danger>

<https://adventistrisk.org/en-US/Safety-Resources/Solutions-Newsletter/Protect-Your-Ministry-Remove-15-Passenger-Vans-Fr>

https://adventistrisk.org/Adventist_Risk/media/ARM/Risk%20Management%20Initiatives/IFS_15PassengerVan_NADENG.pdf

<https://adventistrisk.org/en-US/Safety-Resources/Solutions-Newsletter/It-s-Time-to-Get-Rid-of-Your-15-Passenger-Vans>

<https://adventistrisk.org/en-US/Safety-Resources/Solutions-Newsletter/Alternatives-to-15-Passenger-Vans>

<https://adventistrisk.org/en-US/Safety-Resources/Solutions-Newsletter/Why-Can-t-We-Use-the-New-15-Passenger-Vans>

- Staying Safe on Slippery Roads

<https://adventistrisk.org/en-US/Safety-Resources/Solutions-Newsletter/Staying-Safe-on-Slippery-Roads>

- Safe Winter Driving
https://adventistrisk.org/Adventist_Risk/media/ARM/Resource%20Page/PDFs/English/IFS_Safe_WinterDriving_NADENG.pdf?ext=.pdf
<https://adventistrisk.org/en-US/Safety-Resources/Solutions-Newsletter/Caught-in-a-Storm>

- Parking Lot Safety Tips
<https://adventistrisk.org/en-US/Safety-Resources/Solutions-Newsletter/It-s-a-Parking-Lot,-Not-a-Park>

- Renting a Car
https://adventistrisk.org/Adventist_Risk/media/ARM/Insurance%20Product%20Resources/Risk%20Management%20Resources/Short%20Term%20Travel/English/IFS_RentingACar_NADENG.pdf?ext=.pdf

- Webinars on Transportation
 - <https://www.youtube.com/watch?v=abOL5WfY9iE&feature=youtu.be>
 - <https://www.youtube.com/watch?v=2LNZ9qQuIAU&feature=youtu.be>
 - <https://www.youtube.com/watch?v=ctOkTKMqEkE>