



DIOCESE *of* LACROSSE  
OFFICE OF YOUTH AND YOUNG ADULT MINISTRY

**MEMORANDUM**

To: Youth Ministers, DREs, CREs

From: Chris Rogers, Director of Youth and Young Adult Ministry

Date: November 25, 2013

RE: Offsite Event Checklist

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Effective immediately, the Diocese of La Crosse has established a new policy to better assist parishes with ensuring that their offsite events involving minors meet diocesan guidelines. When you take a group offsite of parish grounds, please submit the **Diocese of La Crosse Offsite Event Checklist** to the Office for Youth and Young Adult Ministry for review. I have included the checklist in the email. Our hope is that this will assist parish staff with the many details that are involved with taking a group of minors offsite. This form is simply a checklist to assist the person organizing the offsite event with details regarding diocesan policies and legal issues.

We recognize this will be a work in progress and changes to the form and policy are likely as we move forward. Please know that your input is welcome so that changes to this policy increase its effectiveness for you.

Thank you for your attention to this matter and for all the work you do.

**Diocese of La Crosse Offsite and/or Overnight Event Checklist**

Parish Name: \_\_\_\_\_ Parish City: \_\_\_\_\_

Name of Group Leader: \_\_\_\_\_ Position: \_\_\_\_\_

Group Leader Phone # \_\_\_\_\_

Group Leader Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

1. How many minors (Age 18/still in high school and younger) are attending the event? \_\_\_\_\_
  - Do you have completed Comprehensive Medical Release Form for each minor? \_\_\_\_\_
  - If travelling out of the country, do you have a notarized letter from the parents of the minors stating they grant permission for their child to travel with you out of the country? \_\_\_\_\_
2. How many adults (Age 18/graduated from high school and older; includes all religious) are attending the event? \_\_\_\_\_
  - Have each of these adults completed the Safe Environment Training? \_\_\_\_\_
  - Have each of these adults passed the Diocesan Background Check? \_\_\_\_\_
  - Do you have completed Comprehensive Medical Release Form for each adult? \_\_\_\_\_
  - Do you have a chaperone-to-student ratio of 1:7? \_\_\_\_\_
  - If there adults driving minors, have they reviewed the Field Trip Transportation Policy and filled out the Field Trip Driver Information Form? \_\_\_\_\_
3. How many priests are attending this event? \_\_\_\_\_
  - Has a letter of suitability been sent to the diocese(s) where the priest(s) will celebrate Mass and/or hear Confessions? \_\_\_\_\_
4. How many deacons are attending this event? \_\_\_\_\_
  - Has a letter of suitability been sent to the diocese(s) where the deacon(s) will assist with Mass? \_\_\_\_\_
5. Have you had all necessary contracts from outside vendors (bus companies, travel agents, hotels, etc.) approved through the diocesan attorney's office? \_\_\_\_\_
6. If you are travelling out of the country, have you purchased travel insurance? \_\_\_\_\_
7. Do you have copies of the Comprehensive Medical Release Forms on file at the parish AND a copy that will travel with you? \_\_\_\_\_

**Date Completed:** \_\_\_\_\_