



Diocese of Harrisburg
Office for Youth and Young Adult Ministry

Diocesan Policy for
International Travel
with Parish Youth

Approved : 12/13/2006

Diocese of Harrisburg
Office for Youth and Young Adult Ministry
POLICY FOR INTERNATIONAL TRAVEL WITH PARISH YOUTH

While the Diocese of Harrisburg recognizes the many benefits that international travel provides, there is concern about the safety of students, volunteers, and employees participating in these trips as well as the liability involved. International Travel with Parish Youth is defined as any travel outside the United States, sponsored or organized by Parish Youth Ministry, or by any other parish group in which youth under the age of 18 will be involved without being under the direct supervision of a parent or legal guardian. If any one participant in any international trip sponsored or organized by a Parish is under the age of 18, and is not traveling and sleeping under the direct supervision of a parent or legal guardian then the trip must be in full compliance with this policy. International travel for young people is permitted as part of parish activities in accordance with the following policy:

I. Documentation: (See Appendix A for a summary of documentation)

1.1. The following documentation must be submitted to the Diocesan Office for Youth and Young Adult Ministry:

1.1.1. Application for International Travel (Appendix B)- Applications must be:

1.1.1.1. Completed and signed by the Pastor and Lead Chaperone. (See Section 2.6)

1.1.1.2. Submitted for approval **at least 6 months prior to travel.**

1.1.1.2.1. **Approval of this application must be received prior to making any travel deposits or signing any contracts.**

1.1.1.2.2. Generally speaking, approval will be granted only after considering the level of risk associated with travel plans including destinations and modes of transportation both at the time of planning and at the time of the trip itself.

1.1.1.2.3. Risk will be evaluated according to threat levels assigned by the U. S. Department of Homeland Security (www.dhs.gov) and the U. S. Department of State (www.travel.state.gov).

1.1.1.2.4. The Secretary for Catholic Life and Evangelization in consultation with the Director of Youth & Young Adult Ministry and the Bishop may suspend travel at any time.

1.1.2. Detailed Itinerary for International Travel – (Appendix C)

1.1.2.1. This form will require a detailed description of activities, destinations, accommodations, transportation, and medical facilities. It will also solicit information about proof of insurance, number and make-up of participants*, and compliance with both this policy and the Youth Protection Policy. It must be:

1.1.2.2. Completed and signed by the Pastor and the Lead Chaperone **only after approval of the trip.**

1.1.2.3. Submitted to the Diocesan Office for Youth and Young Adult Ministry **at least 3 months prior to travel.**

1.2. The following documentation must be retained by the Lead Chaperone for ALL participants. It is required that they be kept in a location that is secure but accessible for the duration of the trip, in the event of emergency or violation of policy.

1.2.1. Consent Form (Appendix D) The Lead Chaperone should carry the original signed form. It includes medical information, proof of vaccination, parental consent to treat, physician's release etc. This form should be turned in before the detailed itinerary is submitted to the Diocese. **The original will need to be returned to participants for additional signatures 2 weeks prior to travel and resubmitted.**

1.2.2. Copy of Passport Original is carried by participant during travel.

1.2.3. Copy of International Travel Insurance ID (See Section 3)

1.2.4. Copy of Primary Medical Insurance Card (copy BOTH sides of Primary Insurance Card)

1.2.5. Code of Conduct (Appendix E & F) Only one unsigned copy of the Adult and Youth Code of Conduct need be carried while traveling. Individual signed copies must be retained by the Parish Contact. (See Section 2.4)

Diocese of Harrisburg
Office for Youth and Young Adult Ministry
POLICY FOR INTERNATIONAL TRAVEL WITH PARISH YOUTH

page 2

- 1.3. **The following documentation must be retained by the designated Parish Contact** for ALL participants. These forms are NOT to be submitted to the Diocese. It is required that they be kept in a location that is secure but accessible for the duration of the trip in the event of emergency.
 - 1.3.1. **Consent Form**- A copy of this form should be made after ALL signatures are obtained. The copy is kept by the Parish Contact for EACH participant; the original is carried by the Lead Chaperone.
 - 1.3.2. **Code of Conduct** Original signed Adult or Youth Code of Conduct forms from ALL participants are kept by the Parish Contact.
 - 1.3.3. **Copy of Passport**
 - 1.3.4. **Copy of International Travel Insurance ID**
 - 1.3.5. **Copy of Medical Insurance**
 - 1.3.6. **Volunteer Driver Information Sheet** (Appendix G) If a private or rental automobile is to be used, a signed driver information sheet must be completed for each vehicle to be used. (See Section 4.2)
 - 1.3.7. Any **additional forms** required by the Parish Youth Ministry Program or Parish

2. **Participants:**

2.1. **ALL participants:**

- 2.1.1. Must have completed and submitted all applicable documentation.
- 2.1.2. Are expected to attend and participate in all required activities and events.
- 2.1.3. Are expected to have reviewed the itinerary of the trip and have a reasonable expectation of fulfilling the physical and emotional elements that participation requires.

2.2. **Youth**

- 2.2.1. Youth eligible to travel internationally are those who are 16 years of age at the time of travel.
- 2.2.2. Youth must have reviewed trip materials with a parent or legal guardian including the Code of Conduct.

2.3. **Adults/Young Adults**

- 2.3.1. Adults are those participants who are over the age of 18 and have graduated high school at the time of travel.
- 2.3.2. ALL adult participants must be in compliance with the Diocese of Harrisburg Youth Protection Program.
- 2.3.3. ALL adult participants must have a Pennsylvania Criminal Record Check, Child Abuse History Clearance **and** an FBI Background Check on file with the Diocese of Harrisburg. (Payment for clearances is not the responsibility of the Diocese.)
- 2.3.4. ALL adult participants must sign the Adult Code of Conduct and are to set a positive example for youth participants.
- 2.3.5. Young Adult participants between the ages of 18 and 24 inclusive are NOT to be considered chaperones or given the duties of chaperones.

2.4. **Parish Contact:** The Parish Contact must be a responsible adult over the age of 25 who does **NOT** travel with the group. The Parish Contact:

- 2.4.1. Must be designated by the Lead Chaperone and/or Pastor.
- 2.4.2. Must be available domestically to act as a point of contact for parents and travelers for the duration of travel.
- 2.4.3. Must keep the documentation to be retained by the Parish secure but readily available for the duration of travel in the event of an emergency.

Diocese of Harrisburg
Office for Youth and Young Adult Ministry
POLICY FOR INTERNATIONAL TRAVEL WITH PARISH YOUTH

page 3

2.5. Chaperones:

- 2.5.1. All Chaperones (including the Lead Chaperone) must be approved by the pastor and be at least 25 years of age,
- 2.5.2. It is required that there be at least two adult chaperones for up to five youth, and one additional chaperone for every five thereafter. (For example: at least 3 chaperones for up to 10 youth, 4 chaperones for up to 15 youth, and so on)
- 2.5.3. The ratio of male and female chaperones must reflect the ratio of male and female participants.
- 2.5.4. The duties of **ALL chaperones** include but are not limited to:
 - 2.5.4.1. Knowing what students are assigned to their group.
 - 2.5.4.2. Knowing where their group is at all times; setting specific boundaries of time and acceptable locations; remaining in close proximity to their group and being readily located.
 - 2.5.4.3. Enforcing curfew and checking rooms periodically.
 - 2.5.4.4. Enforcing the Youth Code of Behavior.
 - 2.5.4.5. Being familiar with schedules and layouts of facilities and helping youth do the same.
 - 2.5.4.6. Attending and participating in all required activities.
 - 2.5.4.7. Accompanying or being accompanied by another adult chaperone when entering a youth's sleeping room.**
 - 2.5.4.8. Being aware of and in compliance with this policy for the duration of the trip.
 - 2.5.4.9. Being aware of the Best Practices for Travel with Youth provided by the Youth and Young Adult Ministry Office.
 - 2.5.4.10. Reporting any illness, injury or emergency to the Lead Chaperone as soon as possible.

2.6. Lead Chaperone: One adult Lead Chaperone must be designated and entrusted with supervisory responsibilities. It is required that the Lead Chaperone has organized and led at least two domestic trips with young people prior to leading an international trip. (For this purpose, a domestic trip is defined as one that lasted for at least four consecutive overnights.) The supervisory duties include but are not limited to:

- 2.6.1. Ensuring that proper documentation has been submitted to the Diocese and retained by the Parish.
- 2.6.2. Ensuring that approval of the trip has been granted by both the Pastor and the Diocese
- 2.6.3. Keeping proper forms secure but readily accessible for the duration of the trip.
- 2.6.4. Providing participants and parents with a detailed itinerary that includes the physical and emotional elements that may be required of participants.
- 2.6.5. Ensuring that the trip and all participants including chaperones are in compliance with this policy.
- 2.6.6. Acting as a point of contact for all chaperones, and being responsible for keeping the trip in line with the approved itinerary, as well as making any final decisions regarding the behavior and well being of participants.
- 2.6.7. Acting as a point of contact for the Diocese, parents, and parish for the duration of the trip.
- 2.6.8. Assigning youth and young adult participants to a specific adult chaperone who will be responsible for their whereabouts and behavior throughout the trip.
- 2.6.9. Reviewing access needs and special conditions of participants and making good faith efforts to accommodate them.
- 2.6.10. Ensuring that at least one adult chaperone holds a current First Aid and CPR certification.
- 2.6.11. Designating at least one adult chaperone to hold and distribute medications.
- 2.6.12. Ensuring that an adult is available domestically as a Parish Contact, to act as a point of contact for parents and travelers. The Parish Contact is also responsible for keeping the documentation retained by the Parish secure but readily available in case of emergency.

Diocese of Harrisburg
Office for Youth and Young Adult Ministry
POLICY FOR INTERNATIONAL TRAVEL WITH PARISH YOUTH

page 4

3. International Supplemental Medical Insurance –

- 3.1. International supplemental medical insurance is necessary for each participant from the time they depart the United States until the time they return.
- 3.2. This insurance may be provided for the group through a travel agent, a host organization, or through arrangements made with an insurance company.
- 3.3. Verification that the group has such insurance for the duration of international travel must be provided on the Detailed Itinerary for International Travel.

Clarification:

- The insurance provided by the Diocese of Harrisburg is for liability coverage only. This additional insurance provides such things as repatriation of remains, emergency evacuation, help in locating medical facilities, emergency travel ticketing for family, help with lost travel documents etc.
- Some insurance provided by host organizations only covers the group while they are on site or during particular events and not for the duration of travel. Coverage is required for the entire duration of the trip.
- Quotes can be solicited from Arthur J. Gallagher & Co., Itasca, IL

George Tarulis: (630) 285-3663 Kathy Nykaza: (630) 285-3896 Fax: (630) 285-4062

4. Transportation

- 4.1. All Travel to and from the U.S. by airplane, rail, passenger vessel, mass transit, highway etc, and all travelers must be in compliance with the U.S. Department of Homeland Security, Transportation Security Administration. (www.tsa.gov/travelers/)
- 4.2. Automobiles- if a rental or private vehicle is to be used:
 - 4.2.1. Due to safety concerns 15 – passenger vans **must not** be used for Youth trips.
 - 4.2.2. The driver must be at least twenty-five years of age.
 - 4.2.3. The driver must possess a valid, non-probationary driver's license.
 - 4.2.4. For driving outside the U.S. or Canada the driver must possess an International Driver's License.
 - 4.2.5. The vehicle must be in full compliance with all local ordinances.
 - 4.2.6. Insurance
 - 4.2.6.1. For travel within the U.S. or Canada, the vehicle must be insured for a minimum \$300,000 Bodily Injury/Property Damage Combined Single Limit, \$35,000 Combined Single Limit for Uninsured Motorist, \$35,000 Combined Single Limit for Underinsured Motorist
 - 4.2.6.2. For travel outside the U.S. or Canada, comparable insurance should be secured.

5. Illegal Substances and Weapons: In addition to the policies stated in the YPP Code of Conduct:

- 5.1. Participants are never permitted to drink alcoholic beverages while traveling on a Parish Youth Ministry Trip, even when the legal age for alcohol use is lower in the foreign country than in the United States.
- 5.2. Participants are never permitted to buy, sell, possess, transport, or partake in substances deemed illegal in the United States even if they are legal in the foreign country.
- 5.3. **Any participant who is found to be in violation of this policy will be sent home** at their own/their parents' expense and not allowed to travel with Parish Youth Ministry for a period to be determined by the Parish Pastor and Youth Ministry Coordinator.

Diocese of Harrisburg
Office for Youth and Young Adult Ministry
POLICY FOR INTERNATIONAL TRAVEL WITH PARISH YOUTH

page 5

-
6. **Accommodations:**** (See Diocese of Harrisburg Youth Protection Program for additional guidelines)
- 6.1. **In hotels or dorm rooms:**
- 6.1.1. Young adult/adults are not permitted to share sleeping rooms with minors.
 - 6.1.2. Chaperones should check rooms periodically after curfew to make sure the participants under the age of eighteen remain in their rooms.
 - 6.1.3. Chaperones entering a youth sleeping room, must be accompanied by a second adult above the age of twenty-five.
- 6.2. **In large group housing:** (When youth and chaperones are required to sleep in the same area i.e. gym, large tent, etc.)
- 6.2.1. Whenever possible, separate sleeping areas for male and female participants should be designated.
 - 6.2.2. At least two adult chaperones of the same sex must be present in the same area at all times.
 - 6.2.3. The Lead Chaperone must ensure that each chaperone is aware of the location of their charges at all times and must designate a perimeter of adults around the youth sleeping area.
 - 6.2.4. No adult is permitted to share a sleeping bag with a youth at any time.
- 6.3. **Lodging with host families** is not acceptable for International Trips.
7. **Medical Care**
- 7.1. **Medications:**
- 7.1.1. All prescription medications for youth must be disclosed on the Medical Form.
 - 7.1.2. Prescriptions must be properly labeled with the professional label identifying the medication, dosage, and manufacturer or pharmaceutical label, and must be carried in the original containers.
 - 7.1.3. Prescription medications must be kept with a designated chaperone who will distribute them according to Consent to Treat forms. Exception: inhalers and epi-pens must be disclosed but may be kept in the possession of youth.
 - 7.1.4. Over the counter medications should be kept in the possession of a designated chaperone and may be distributed according to the Consent Form.
- 7.2. **Medical Care Facilities:** The Lead Chaperone must verify the location and contact information of medical care facilities in each destination.
- 7.3. **Vaccinations:** All participants must be in compliance with vaccination requirements of the Center for Disease Control. (www.cdc.gov/travel)

The Diocese of Harrisburg will not approve any international trip planned without complying with the above terms.

*The word participant throughout this document refers to ALL participants traveling with the group, including youth, young adults, chaperones, and clergy unless otherwise stated.

**Permanent deacons, and chaperones when traveling with their own child(ren) on an International Trip, must use due diligence and discretion in applying these standards.

APPENDIX A

Diocese of Harrisburg

Office for Youth and Young Adult Ministry

POLICY FOR INTERNATIONAL TRAVEL WITH PARISH YOUTH

The following is a visual aid to information in Section 1 and relates only to the form requirements of this policy. It is not meant to be an all-inclusive list of documents to be carried while traveling. (For example, international travelers may be required to carry two forms of photo identification and Lead Chaperones and Parish Contacts are required to have additional information in their binders.)

DOCUMENT	DIOCESE	LEAD CHAPERONE	PARISH CONTACT	PARTICIPANT
APPLICATION FORM	Original	Copy		
DETAILED ITINERARY FORM	Original	Copy		
CONSENT FORM		ALL Original signed forms	Copy of each signed form	Copy
ADULT CODE OF CONDUCT		One unsigned copy	All original signed forms	
YOUTH CODE OF CONDUCT		One unsigned copy	All original signed forms	
PASSPORT		Copy of each participant's	Copy of each participant's	Original
INT'L TRAVEL ID		Copy	Copy	Original
MEDICAL INSURANCE		Copy	Copy	Original
DRIVER INFORMATION SHEET			Original	

**Diocese of Harrisburg
Office for Youth and Young Adult Ministry
APPLICATION FOR INTERNATIONAL TRAVEL**

FOR OFFICE USE ONLY	Date Received: _____
Approved by: _____	
Diocesan Secretary for Catholic Life and Evangelization	Date
Diocesan Director for Youth & Young Adult Ministry	Date

THIS APPLICATION MUST BE SUBMITTED AT LEAST 6 MONTHS PRIOR TO TRAVEL. APPROVAL OF THIS APPLICATION MUST BE RECEIVED PRIOR TO MAKING ANY TRAVEL DEPOSITS OR SIGNING ANY CONTRACTS.

Parish Name: _____

Parish Address: _____

Name of Pastor: _____ Name of Lead Chaperone: _____

(See Section 2.6 of the International Travel Policy)

Past related experiences of Lead Chaperone (include date, location and size of youth trips you have organized and led)

Proposed Destination(s): _____

Anticipated Date of Departure: _____ (mm-dd-yyyy) Anticipated Date of Return: _____ (mm-dd-yyyy)

Purpose of Trip:

Proposed Itinerary (Including countries to be visited):

Anticipated Number of Youth Participants: _____

__ I understand that only those students who have completed the 10th, 11th or 12th grades are eligible for International Travel under this policy.

Anticipated Number of Young Adult Participants: _____

Anticipated Number of Chaperones: _____

__ I understand that all participants over the age of 18 must be in compliance with the Youth Protection Policy, and must have a Pennsylvania Criminal Record Check, a Child Abuse Clearance History and an FBI Clearance Check on file with the Diocese 3 months prior to departure.

Diocese of Harrisburg
Office for Youth and Young Adult Ministry
APPLICATION FOR INTERNATIONAL TRAVEL

Proposed Accommodations:

Proposed Means of Transportation: (See Section 4 of the International Travel Policy)

Will any member of your group be driving a vehicle while on the trip? ____ Yes ____ No

Is organization of this trip associated with a travel agent or host organization? ____ Yes ____ No

If so, whom? _____

What medical care is available? (hospitals, clinics, emergency care provided by host organization etc.)

Is International Supplemental Medical Insurance provided for ALL participants by a host organization? ____ Yes ____ No

If 'Yes' is it coverage from U.S. departure to U.S. return? ____ Yes ____ No

If 'No', you will be sent an application for Supplemental Medical Insurance available from the Diocese.

Vaccination Requirements: (See the website for the Center for Disease Control for recommendations and requirements- www.cdc.gov/travel/)

Timeline for Vaccination(s): _____

By signing below I am verifying that the above information is correct and this trip will be in full compliance with the Diocese of Harrisburg International Travel Policy for Parish Youth Ministry Programs and the Diocese of Harrisburg Youth Protection Program.

Lead Chaperone Signature

Date

Pastor Signature

Date

Title: _____

Phone: _____

Email: _____

MAIL APPLICATION TO:

The Office for Youth and Young Adult Ministry

P.O. Box 3557

Harrisburg, PA 17105-3557

APPENDIX C

Diocese of Harrisburg

Office for Youth and Young Adult Ministry

DETAILED ITINERARY FOR INTERNATIONAL TRAVEL

THIS ITINERARY MUST BE RECEIVED AT LEAST 3 MONTHS PRIOR TO DEPARTURE.

Parish Name: _____

Parish Address: _____

Name of Pastor: _____ Name of Lead Chaperone: _____

Name of Parish Contact _____ Phone # of Parish Contact: (____)____ - _____
(See Section 2.4 of the International Travel Policy)

Destination(s): _____

*****ATTACH A DAILY SCHEDULE OF ACTIVITIES, DESTINATIONS AND ACCOMMODATIONS.*****

Date of Departure: _____ (mm-dd-yyyy) Date of Return: _____ (mm-dd-yyyy)

Means of transportation to be used on this trip: (See Section 4 of the International Travel Policy)

Will any member of your group be driving a vehicle while on the trip? Yes ___ No ___

Number of Female Youth Participants: _____ Number of Male Student Participants: _____

___ I understand that only those students who have completed 10th, 11th or 12th grade are eligible for International Travel.

Number of Female Young Adult Participants: _____ Number of Male Young Adult Participants: _____

Female Adult Chaperones: _____ Male Adult Chaperones: _____

Are ALL ADULTS in Compliance with Diocese of Harrisburg Youth Protection Program?
___ Yes ___ No If 'No,' please explain _____

Address and phone numbers of Medical Care facilities: (Please attach an additional sheet if more is space is needed.)

(A map and driving directions to Medical Care Facilities should be kept in Lead Chaperone's binder during the trip).

Vaccination Requirements:(See the website for the Center for Disease Control for recommendations and requirements- www.cdc.gov/travel/)

Have all deadlines been met for vaccinations? ___ Yes ___ No If no, please explain. _____

Diocese of Harrisburg
Office for Youth and Young Adult Ministry
DETAILED ITINERARY FOR INTERNATIONAL TRAVEL

International Supplemental Medical Insurance Provider(s): (See Section 3 of the International Travel Policy)

Is there a host organization and/or travel agent associated with this trip? ___ Yes ___ No
If yes, the contact information for host organization(s) and/or travel agent is:

Lead Chaperone Binder:

(Confirm that ALL information below has been placed in the Lead Chaperone's binder.)

- All paperwork listed in Section 1 of the International Travel Policy
 - For EACH participant:
 - Consent Form (See section 1.2)
 - Copy of Passport
 - Copy of International Travel Insurance ID or Policy #
 - Copy of Medical Insurance Card
 - For the GROUP
 - Copy of Youth Code of Behavior
 - Copy of Pledge of Responsibility

- A list of Emergency Numbers to include but not be limited to:
 - Parish Contact
 - Diocesan Contact
 - Medical Care Facilities
 - Accommodation contact name & phone number
 - Host Organization contact name & phone number (if applicable)
 - Travel Agent contact name & phone number (if applicable)

- Map of medical care facilities and driving directions.
- Trip Itinerary including a schedule of all destinations and activities
- Name and address of all event locations and sleeping accommodations

By signing below I am verifying that the above information is correct and this trip will be in full compliance with the Diocese of Harrisburg International Travel Policy for Parish Youth Ministry Programs and Diocese of Harrisburg Youth Protection Program.

Lead Chaperone Signature

Date

Pastor Signature

Date

Title: _____

Phone: _____

Email: _____

MAIL FORM AND ATTACHMENTS TO:

The Office for Youth and Young Adult Ministry

P.O. Box 3557

Harrisburg, PA 17105-3557

Diocese of Harrisburg
Office for Youth and Young Adult Ministry

CONSENT FORM

TO BE COMPLETED FOR ALL PARTICIPANTS and SIGNED BY A PARENT OR GUARDIAN IF PARTICIPANT IS UNDER 18.

Participant's Name: _____ Birth date: ___/___/___ Age: _____
Last First Middle Initial

Address: _____
Street City State Zip

Status Options: Please check ALL that apply and indicate type or title where appropriate.

- Female
- Youth
- Priest or religious _____
- Male
- Young Adult (18 **and** high school graduate)
- Medical Professional _____
- Adult Chaperone
- Church employee _____

Parish: _____
Name City Pastor

School: _____
Name City Principal

Group Coordinator: _____

Event Name _____ Event Dates ___/___/___ to ___/___/___

Primary Emergency Contact: _____ Relation: _____
Parent/Guardian if participant is under 18 Last First

Address: _____
Street City State Zip

Phone: (____) _____ - _____ (____) _____ - _____ (____) _____ - _____
Home Cell Work

Secondary Emergency Contact: _____ Relation: _____
Last First

Address: _____
Street City State Zip

Phone: (____) _____ - _____ (____) _____ - _____ (____) _____ - _____
Home Cell Work

Additional Emergency Contact: _____ Relation: _____
Last First

Address: _____
Street City State Zip

Phone: (____) _____ - _____ (____) _____ - _____ (____) _____ - _____
Home Cell Work

Allergic reactions: (medications, food, insects, etc) _____

Current Prescription Medications: (name, dosage, frequency) _____

Special medical/mental conditions: ___ No ___ Yes (Please describe)

Diocese of Harrisburg
Office for Youth and Young Adult Ministry
CONSENT FORM

Access Needs: (Please check appropriate boxes and/or explain special needs or concerns.)

- Wheelchair access _____
- Hearing impaired-interpretation needed _____
- Visually impaired _____
- Mobility impaired _____
- Other _____

Are there any medications that should NOT be administered to this participant? (allergies, interactions etc.)

Primary Care Physician: _____ Phone: (_____) _____ - _____

Primary Insurance Company: _____ Policy #: _____

This form is to be reviewed and revised if necessary by either the participant or parent/guardian if the participant is under 18 AND signed by the participant's physician no more than 14 days prior to travel, and returned to the Lead Chaperone no less than 7 days prior to travel. Physician's should also be supplied with an itinerary and made aware of the physical requirements of the trip.

I hereby acknowledge that I have reviewed this form and believe the information to be true and accurate, and verify that the participant is medically fit to participate.

_____/_____/_____
Signature of Physician Date

I have reviewed this form and verify that the information is true and accurate.

_____/_____/_____
Signature of participant or parent/guardian if participant is under 18 Date

I understand and have been informed that taking part in this youth event involves the risk of injury, and that participation is voluntary. I understand that the program will have competent adult supervision and reasonable and appropriate measures will be made to minimize the risk of injury and/or accident for all participants.

I hereby consent and authorize any staff members and/or adult volunteers under whose auspices the program for which my child or myself is being conducted, to secure emergency medical care or treatment that may be necessary for my self/child during the entire event. This consent and authority includes, but is not limited to, the ability to apply for admission to any health care facility, to arrange for and consent to health care procedures, and to arrange for any necessary transportation. This consent and authorization also includes the right to request, review and receive any oral or written information regarding my or my child's physical or mental health including medical and hospital records and including the authority to execute any releases that may be necessary to obtain this information. Furthermore, I release and hold harmless any said staff member and/or adult volunteer from any liability as a result of that staff member or adult volunteer who acting in good faith is placed in a position of making decisions required for emergency care or medical treatment for my self/child. In case of an accident, injury or loss, neither my family nor I will hold the Diocese, the parish, nor any person or affiliate organization associated with the event, responsible or liable.

I am hereby advised that photographs or video of participants may be taken during this trip and used in publications, websites or other materials produced from time to time by the Office for Youth and Young Adult Ministry or the Diocese of Harrisburg. (Participants would not be identified, however, without specific written consent.) I understand that if I do not wish to have photographs or video used for such publications that I must provide written notification to the Office for Youth and Young Adult Ministry. I understand that the Office has no control over the use of photographs or video taken by media that may be covering the event.

I hereby acknowledge that the above information is true and accurate, and that I have read and understand the International Travel Policy. By signing below I grant consent for _____ to participate in this trip

_____/_____/_____
Signature of participant or parent/legal guardian if participant is under 18 Date

**Diocese of Harrisburg
Office for Youth and Young Adult Ministry**

CODE OF CONDUCT FOR YOUTH (Adapted from the Diocese of Harrisburg Youth Protection Program Codes of Conducts Handbook.)

Participants are expected to conduct themselves in a manner that reflects favorably on themselves, their family, diocese, parish, school and country. Young people are expected to project an image of Christian consideration, sensitivity, and respect for themselves, each other, chaperones, host citizens, and everyone with whom they come in contact as well as the property and environment around them. Young people are expected to abide by the moral teachings and standards of the Catholic Church, and at all times, display the maturity, responsible leadership and character, which have become the trademark qualities of Catholic youth. They are to cooperate in creating a healthy and appropriate atmosphere.

Youth Participants are expected:

1. Not to possess, purchase, sell, consume or use illegal drugs or paraphernalia, alcohol, tobacco, or carry weapons of any kind.
2. To follow all schedules, rules, guidelines and emergency procedure plans of the program and facility. This includes things such as curfew, pager and cell phone use, check-in, boundaries of time and acceptable locations.
3. To immediately report any emergency, illness, injury, concern or safety issue to an adult chaperone.
4. To socialize prior to curfew only in the public areas. Keep noise levels down in the sleeping areas, especially later in the evenings. No visiting is permitted in designated sleeping areas occupied by members of the opposite sex. No visiting is permitted in designated sleeping areas occupied by persons not part of our diocesan group. Nor may persons not part of our diocesan group enter designated sleeping areas occupied by our diocesan group.
5. To obey directives from adult chaperones.
6. To dress modestly and appropriately.
7. Not to hurt anyone verbally, emotionally, physically or sexually.
8. To refrain from the use of profanity.
9. Not to put down or make fun of another person.
10. Be attentive to the property of others and the environment by not vandalizing or littering.
11. Be flexible, have fun and mingle with fellow travelers to truly make the most of your experience!

In signing this document, I, _____ as a young person attending an International Trip, understand and agree to abide by this Code of Conduct. I, _____ as the parent/legal guardian of this youth participant have reviewed the information about the International trip including this Code of Conduct with my child. I/We also acknowledge that if he/she has to return home early for discipline violations, it will be at my/our expense.

Participant Signature

_____/_____/_____
Date

Parent/Guardian Signature

_____/_____/_____
Date

**Diocese of Harrisburg
Office for Youth and Young Adult Ministry**

CODE OF CONDUCT FOR ADULTS (Adapted from the Diocese of Harrisburg Youth Protection Program Codes of Conducts Handbook.)

During international trips affiliated with the Diocese of Harrisburg, adults in the presence of minors, or chaperones entrusted with the care of minors, are expected to conduct themselves in a manner that appropriately reflects their family, parish, diocese and country. Chaperones must also be aware of the tremendous responsibility and duty this entails. Adults are expected to project an image of Christian consideration, sensitivity, and respect for themselves, youth participants, each other, host citizens, and everyone with whom they come in contact as well as the property and environment around them. Adults are expected to abide by the moral teachings and standards of the Catholic Church. They are to cooperate in creating a healthy and appropriate atmosphere.

Adults are expected:

1. To set a positive example for youth and avoid profane, sexually explicit, suggestive or vulgar language, or habits such as the use of tobacco or alcohol products in the presence of minors.
2. To encourage healthy behaviors and not to be under the influence of alcohol or illicit drugs, or be in the possession of alcohol or illegal drugs while involved with this trip.
3. Never to exhibit physical violence toward a youth participant or use discipline which unduly frightens or ridicules a youth participant.
4. To encourage healthy relationships, set appropriate boundaries, and never to touch a youth participant in a sexually explicit or suggestive manner or in any manner in which the youth participant is used as an object of sexual gratification.
5. Never to take photographs or video of youth participants for pornographic purposes or purposes of personal commercial gain or sexual gratification nor possess or distribute sexually explicit or pornographic materials.
6. To accompany or be accompanied by another adult-over the age of 25, if it is necessary to enter shower facilities, changing areas, or private sleeping areas with youth.**
7. To avoid being alone with or undressing in the presence of a youth participant.**
8. To follow all schedules, rules, guidelines and emergency procedure plans of the program and facility.
9. To attend and participate in all required activities and events.
10. To immediately report any emergency, illness, injury, concern or safety issue to the Lead Chaperone.
11. To dress modestly and appropriately.
12. To be attentive to the property of others and the environment by not vandalizing or littering.
13. To be flexible, have fun and mingle with fellow travelers to truly make the most of your experience!

ALL ADULTS:

In signing this document, I, _____ as an adult participant of an International Trip, understand and agree to abide by this Code of Conduct.

Adult Participant Signature

Date

CHAPERONES ONLY:

In signing this document, I, _____ as a chaperone also understand and will faithfully perform the duties expected of me in accordance with the Diocese of Harrisburg International Travel Policy for Parish Youth Ministry Programs.

Chaperone Signature

Date

Diocese of Harrisburg
Office for Youth and Young Adult Ministry
VOLUNTEER DRIVER INFORMATION SHEET

Driver: Name _____

Date of Birth ____/____/____

Address _____

Soc. Security # ____-____-____

Driver's License # _____

Phone () _____

State Issued _____

Vehicle that will be used: If more than one vehicle is to be used, information must be provided for each vehicle.

Name of Owner _____

Year and Make _____

Address of Owner _____

Model _____

License Plate _____

Registration Expires ____/____/____

Inspection Expires ____/____/____

Insurance Information: When using a privately owned vehicle, the insurance coverage is the maximum limit of the insurance policy covering that specific vehicle.

Insurance Company _____

Policy Number _____

Expiration Date _____

Liability Limits of Policy * _____

*Please note: The minimal, acceptable liability limit for privately owned vehicles is \$300,000 minimum Bodily Injury/Property Damage Combined Single Limit; \$35,000 Combined Single Limit for Uninsured Motorist; \$35,000 Combined Single Limit for Underinsured Motorist.

Have you had any moving violations or accidents in the last three years? Yes ___ No ___ (If yes, describe on the reverse of this form)

Certification:

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 25 years of age or older, hold a valid driver's license, and have the required insurance coverage in effect on any vehicle used to transport young people under the age of eighteen.

Signature

_____/_____/_____
Date