

Checklist for a Youth Outing

Developed by the OCA Office of Youth and Young Adult Ministries

BEFORE THE DAY OF THE OUTING DID YOU ...

- Involve youth in the planning?
- Communicate what you are planning to your priest, the parents, and youth?
- Coordinate with the site you plan on visiting?
- Schedule and acquire suitable and sufficient transportation?
- Decide on and make arrangements for meals?
- Recruit or assign enough volunteers or staff for the outing?
- Have a rules talk with the potential participants?
- Select the onsite central meeting place that you will use for check-ins, etc.?

BEFORE YOU LEAVE DO YOU HAVE WITH YOU ...

- Directions in all vehicles?
- Money, check, tickets, etc.?
- Insurance and release forms with the vehicle in which the children are in? (Make sure that if there is more than one vehicle, the insurance forms for each child go in the correct vehicle.)
- A head count of total staff and participants in all vehicles?
- A back-up plan for bad weather?
- All your kids?

WHEN YOU ARRIVE ...

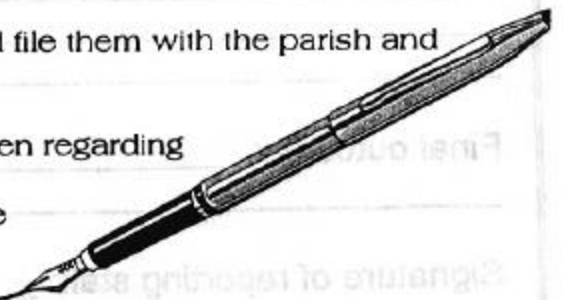
- Designate which staff will stay at the central meeting place and which will be "wandering staff."
- Take the entire group to the central meeting place.
- Review the rules of conduct.
- Check the schedule with the on-site coordinators.
- Inform staff and teens of the schedule of on-site activities including meal times.
- Remind everyone about the central meeting point and check-in times. Make sure head counts are taken throughout the event.
- Remind everyone to make sure that they have a good time!

WHEN YOU ARE READY TO LEAVE ...

- Gather at the central meeting place.
- Take a head count to make sure that everyone is present.
- Once everyone is present, go out to the vehicles which will take you home.
- Once everybody is in the vehicles, take another head count.
- Make sure all medical/insurance information is in the appropriate vehicle.
- Make sure all participants are returned to the location previously arranged.

WHEN YOU RETURN AND ALL YOUTH HAVE BEEN SENT HOME ...

- File your forms for later use.
- Make copies of any completed incident reports and file them with the parish and diocese.
- Thank all staff for a job well done.
- Note any disciplinary measures that need to be taken regarding future outings.
- Submit all expenses and receipts to the appropriate office or individual.



Orthodox Youth Activity Incident Report Form

Behavior

Other

Medical

Date: _____ Location: _____

Name(s) of Participant(s) involved: _____

Name(s) of Staff involved: _____

Description of Incident: _____

Description of actions taken: _____

Name(s) of professionals contacted (doctors, police, fire fighters, etc.): _____

Final outcome: _____

Signature of reporting staff: _____

Appendix A - Sample Permission/Insurance Form

⟨Name of Sponsor (parish, diocese, camp, etc.)⟩

⟨Name of Event⟩

⟨Location of Event⟩

⟨Date of Event⟩

⟨Brief Description of Event⟩

⟨Contact Person and Phone #
for Questions and Inquiries⟩

Registration Form

Participant Information

Name: _____ Phone: _____
Address: _____ City or Town: _____
State/Province: _____ Zip/Postal Code: _____
Age and Date of Birth: _____
Parish: _____ City or Town: _____
State/Province: _____ Diocese: _____

Primary Physician

Name: _____ Health Insurance Carrier
Address: _____ Name: _____
City or Town: _____ Group Number: _____
State/Province: _____ Policy Number: _____
Phone: _____ Phone: _____

Allergies and pre-existing conditions: _____

(Use back of sheet if necessary)

Guardian Permission/Release
I am the parent or legal guardian of the participant named above. I hereby release the Orthodox Church in America, and (name of parish, diocese, sponsoring agent), their agents and employees from any and all liability for all personal injuries known or unknown that the youth named above may incur due to reasons unrelated but not limited to negligence by participating in activities conducted, sponsored, or associated with the event stated above.

In the event of an emergency I, or my spouse, may be reached at the following telephone numbers:
1st #: _____ 2nd #: _____

Also, in the event that I cannot be reached in the case of emergency, I do hereby authorize a physician selected by the coordinator of this event to administer emergency treatment including medications, diagnostic tests, surgery or other medical intervention deemed necessary by the physician.

I, the undersigned, have read this release and understand all its terms. I execute it voluntarily on behalf of myself and the participant named above and with full knowledge of the significance to bind all persons. In witness whereof, I have signed this release on the date indicated below.

Name (please print clearly): _____ Relationship: _____
Signature: _____ Date: _____

Orthodox Youth Activities - Sign in/out

Date: _____ Name of Activity: _____

Activity Coordinator: _____

Youth Name (Please Print Clearly)	Signature of Parent/Guardian	Sign-in Time	Sign-out Time
1.			
2.			
3.			
4.			
5.			
6.			
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