

Checklist for Day and Overnight Activities, Events and Excursions — Appendix 363G

Responsibilities of Lead Event Organizer before the Activity/Event/Excursion:

- Review all necessary Policies and Procedures:
 - Policy 363 Day and Overnight Activities, Events and Excursions;
 - Appendix 361B Risk Reduction Strategies;
 - Appendix 361J Facilities and Activities Monitoring Checklist;
 - Policy 905 and Appendix 905A Invitation to Speakers/Speaker Preliminary Invitation Form.
- Discuss the proposed activity/event/excursion with your Pastor and/or your direct supervisor.
- Submit the appropriate approval form and wait for approval before advertising the activity/event/excursion, and/or making activity or travel arrangements.

Once written approval is received, planning, promotion and other arrangements may proceed.

- Ensure that you have recruited the required number of supervisors for the event based on the number of participants (refer to Appendix 361B Risk Reduction Strategies).
- In collaboration with your volunteer management coordinator, collect/confirm diocesan screening has been completed and received/documented for all leaders and volunteers helping with/participating in the activity/event/excursion.
- Provide parents with written information about the activity/event/excursion, and ensure that you have received the following documentation for each participant:
 - Participant Agreement and Release of Liability Form (Appendix 363A), signed by a parent;
 - Participant Medical Information Form **with** contact phone numbers for parents and emergency contacts (Appendix 363B);
 - Participants Medication Form, if applicable (Appendix 363C);
 - Release Form for EpiPen, if applicable (Appendix 363E).
- Ensure that any drivers involved in transportation have submitted completed Volunteer Drivers Application and Authorization forms.
- Ensure that one or more leaders and/or volunteers attending the event have current First Aid training.
- Put together a package or backpack that includes the following:
 - A First Aid kit;
 - A cell phone or other reliable means of communication to be used, if necessary, during the activity/event/excursion;
 - A complete attendance list for all participants, leaders and volunteers;
 - The completed participant agreement and release of liability forms, completed participant medical information, and EpiPen release forms for **each** participant and leader attending;
 - Contact information for emergency authorities at the destination, and any other locations visited;
 - Your pastor and/or direct supervisor's emergency telephone number;
 - Blank Incident Report forms (Appendix 363D Incident Report – Notice of Injury);
 - Blank Facility Monitoring Checklist forms (Appendix 361J).
- Arrange a time before the activity/event/excursion to meet with leaders and volunteers (and parents, if needed) to discuss final details and expectations.
- Assign leaders and/or volunteers to specific groups of participants that they will be responsible for.
- Discuss activity/event/excursion expectations with participants.

During the Activity/Event/Excursion:

- The Lead Organizer (or a delegate) is responsible for taking attendance counts at all points of departure and at random times during the activity/event/excursion.
- Upon arrival, or at the beginning of the activity/event/excursion, review: expectations, facility boundaries and emergency procedures with participants, leaders and volunteers.

- Each leader/volunteer must be given a checklist with the names for the participants they are responsible for.
- The Lead Organizer must immediately advise their Pastor/Direct Supervisor of any accidents, problems, unusual incidents, “close calls,” unsafe situations or any other situation of which the Pastor/Supervisor would reasonably expect to be advised. The Lead Organizer will also inform the parents of the participants involved.
- After verbally advising the Pastor/Direct Supervisor, the Lead Organizer will provide a written report detailing the situation, and the steps taken to resolve the issue, within a reasonable time-frame.
- Periodic facility inspections must be conducted and recorded by leaders/volunteers using the Facility Monitoring Checklist (Appendix 361J).
- Leaders and volunteers will ensure that participants are supervised at all times during the activity/event/excursion, and will take whatever precautions are necessary to ensure the proper conduct, appropriate behaviour and safety of participants.
- Supervision must be provided in high-risk areas such as bathrooms, change rooms, etc., respecting privacy.
- At least two (2) leaders/volunteers will regularly, and randomly, monitor overnight activities.

Following the Activity/Event/Excursion:

- Full documentation of the activity/event/excursion must be kept on file at the parish/office of the Lead Organizer for a minimum of three (3) years. Any documentation from an activity/event/excursion upon which an Incident Form was completed must be kept until the date upon which the minor involved in the incident reach the age of 21 years.
- Documentation will include (but is not limited to) the following:
 - A complete attendance list of all participants, leaders and volunteers, small group assignments, and room lists (if applicable);
 - The complete participant agreement and release liability forms, completed participant medical information,
 - Participants Medication Form, if applicable (Appendix 363C);
 - Release Form for EpiPen, if applicable (Appendix 363E).
- Ensure that any drivers involved in transportation have submitted completed Volunteer Drivers Application and Authorization forms.
- Ensure that one or more leaders and/or volunteers attending the event have current First Aid training.
- Put together a package or backpack that includes the following:
 - A First Aid kit;
 - A cell phone or other reliable means of communication to be used, if necessary, during the activity;
 - A complete attendance list for all participants, leaders and volunteers;
 - The completed participant agreement and release of liability forms, completed participant medical information, and EpiPen release forms for **each** participant and leader attending;
 - Any completed incident reports and facility monitoring checklists;
 - Any additional reports, evaluations or notes pertaining to the activity/event/excursion;
 - A copy of the agenda, minutes and attendance records from all event planning and/or parent meetings.
 - Copies of any correspondence, receipts, booking confirmations etc. relating to the activity/event/excursion.
- The Lead Organizer must complete a final review of the event, which may include:
 - Notes from the Lead Organizer;
 - Leader and participant surveys;
 - Notes from a final wrap-up meeting with participants and leaders recording any positive or negative feedback, suggestions, comments and concerns.
- The Lead Organizer will meet or follow-up with their Pastor/Direct Supervisor to provide an overview of the how the activity, event or excursion has gone, and any final details that they should know about.