

Diocese of La Crosse Offsite and/or Over Night 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: _____

Please date the following questions when completed.

1. How many minors (Age 18/still in high school and younger) are attending the event? _____ (date)
 - Do you have completed Comprehensive Medical Release Form for each minor? _____ (date)
 - 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? _____ (date)
2. How many adults (Age 18/graduated from high school and older; includes all religious) are attending the event? _____ (date)
 - Have each of these adults completed the Safe Environment Training in the current fiscal year? _____ (date)
 - Have each of these adults passed the Diocesan Background Check (done every 3 years)? _____ (date)
 - Do you have completed Comprehensive Medical Release Form for each adult? _____ (date)
3. If adults (only 25 and over) will be driving minors have they completed the “Field Trip Driver Information Form” located in the Parish Finance Manual? _____ (date)
4. How many priests are attending this event? _____
 - Has a letter of suitability been sent to the diocese(s) where the priest(s) will say Mass? _____ (date)
5. 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? _____ (date)
6. Have you had all contracts from outside vendors (bus companies, travel agents, hotels, etc.) approved through the diocesan attorney’s office? _____ (date). ****Please note 10-15 passenger vans are never to be used for parish, diocesan, etc. trips. Please see the “Passenger Van Rule” document under the “Policies” section on our website.***
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)
8. **Please return the completed checklist to the Diocese of La Crosse Youth and Young Adult Ministry along with all the names of the participants attending the offsite event.**