

2010-2011 Diocesan Release Forms Overview

These forms were updated April 16, 2010 and will take effect June 1, 2010 and remain in effect until May 31, 2011.

Please use the approved forms for liability release and consent for medical treatment for the **2010-2011 year** beginning June 1, 2010. Please be sure to save these documents for use during the entire year that runs June 1, 2010 through May 31, 2011.

Why release forms?

Our goals in youth ministry call us to three things:

1. to empower young people to live as disciples of Jesus Christ in the world today
2. to draw young people to responsible participation in the life, mission, and work of the Catholic faith community
3. to foster the total personal and spiritual growth of each young person.

Implicit in these goals is that we first care for the teens placed in our care. These release forms remind us: that each young person is precious, that we must partner with the teen's parents to provide the best safety net possible, that we have permission to seek medical attention for these young people if the need arises.

The **On and Off Site Youth Ministry Guidelines, Keeping Children and Youth Safe Training, Background checks** for all adults working with young people are other aspects of providing **safe and sacred spaces** for our young people.

Note the following:

- **FORM B** changed dramatically last year to include some information that I think many parishes have already been including on this form (**see brief description of the activity below**). As in the past, the form includes parent permission for each event and consent to seek medical treatment for their child. Additionally, there is a sentence about noting any changes to the medical needs of the child and insurance since they filled out Form A.

A brief description of the activity follows:

Description of event: _____

Date of event: _____

Destination of event: _____

Individual(s) in charge: _____ / _____

Estimated time of departure and return: _____

Mode of transportation to and from event: _____

- Transportation to/from event is the responsibility of the participant*

Here is a sample of how I would fill this out for a lock in at Fun Under the Sun Golf 'n Games

A Sample brief description of the activity follows

Description of event: Jr. High Lock-in at Fun Under the Sun Golf 'n Games

Date of event: July 17-18, 2010

Destination of event: The lock-in will take place at the Fun under the Sun Golf 'n Games

Individual(s) in charge: Frank Jones/Mary Castillo

Estimated time of departure and return: We will meet at fun under the sun Golf 'n Games at 7pm Friday July 17, 2010 and ask that you pick up your child at 10am Saturday July 17, 2010

Mode of transportation to and from event:

Transportation to/from event is the responsibility of the participant

You may add your "what to bring items" and other information about the event to this form. FORM B must be filled out for each parish and/or diocesan event.

- **FORM C** is NO LONGER the form for youth attending from outside of the Diocese. From this point forward, you will use Forms A and B for ALL YOUTH. Form C will not exist as a diocesan release form for the 2010-2011 year.

How long do you have to keep these forms? The forms can be shredded at the end of every year (after May 31st) unless an incident occurs involving a participant and in which case the forms should be kept on file. This includes the promotional release. The only promotional release forms that should be kept are the ones that revoke this release in writing.

How do you use these release forms?

- One form will cover both parish and diocesan events.
- The Youth liability release will be referred to as FORM A, the consent for medical treatment will be referred to as FORM B. Form A will be good for one year while Form B will be used per each youth ministry event.
- You will still use the liability release for all events during the year (1 form is good for all year's activities, parish and diocesan). Do not change any of the "wording" on these forms without checking with me or the diocesan risk manager. Please do not allow people to mark out or place a big "X" over words or paragraphs that they do not like. They must be agreed to in whole with the language that is in place. These forms are not optional, they are mandatory to be used as is.
- All of these forms (FORM A, FORM B, and FORM D) do need to accompany your group on their events. Do not leave your release forms back at the parish - they do you no good there. FORM A and FORM B should be together in the binder/box that you are carrying them to each event so that they can be pulled out easily in case of an emergency (a lot of medical information remains on the diocesan release Form A that may be needed at the hospital or clinic in the case of an emergency).
- **Parish Release Forms Data Tracking Sheet** is a form that will allow you to track who has all appropriate forms turned in each year. You will need to keep an electronic copy of this tracking sheet **for two years** as proof for which youth and adults you received completed release forms. That means the Tracking Sheet for 2009-2010 (this year) will need to be kept electronically through December 2012. Additionally, this tracking sheet will allow you to quickly see who you have forms for and who you don't. This sheet will also be turned in with your release form binder required at all diocesan events (see below). No one likes more forms but this form has the potential to save you some time in addition to providing a tool to show our due diligence in securing release forms.
- Each parish will be asked to **submit a binder with all forms** (A,B, and D) for the group you are bringing to each diocesan event. The forms must be put into the binder alphabetically by last name with all forms together for each person. Additionally, your

Parish Release Forms Data Tracking Sheet can be used to create a list of the entire group attending with forms which must be in the front of the binder (alphabetically please). There are no changes to this form.

- Refer to the **On and Off Site Youth Ministry Guidelines** so that your youth ministry events, retreats, service projects, etc. are in accord with diocesan guidelines.

Thanks for using these updated release forms beginning June 1, 2010. If you have problems understanding these forms or how to use them, please contact Norma L. Valdez at nvaldez@elpasodiocese.org or 915.872.8438.