

**SECTION EIGHT -  
Policy on Activities and Events for  
Youth and Young Adults**

## **POLICY 8.1      General Information about this Policy**

[\(top\)](#)

### **Purpose**

These policies are designed to ensure that activities and events for youth and young adults (youth events) organized, hosted, or supervised by employees and/or volunteers under the auspices of the Archdiocese of Grouard-McLennan (AGM) are:

- Well-prepared and give value for money
- Appropriately supervised and/or chaperoned
- Catholic in focus, purpose and/or teaching
- Adequately insured against loss, damage or personal injury
- Organised and operated in accordance with the financial, misconduct and other published policies of AGM.

### **Definitions**

**chaperone:** an adult, over the age of 21 and usually a parent or guardian of a participant, who accompanies a group of youth to ensure good behaviour

**supervisor:** a person who has responsibility over and/or directs the youth and/or young adults who are taking part in an event or activity for youth and/or young adults

**leader:** a person who directs, teaches and guides the youth and/or young adults in an activity or event

**youth:** a person under the age of 18 years

**young adult:** a person aged 18 to 35 years

**Catholic:** the Catholic nature of an activity or event will be determined by the Archbishop of Grouard-McLennan

**minor:** anyone under the age of 18 years or

**dependent adult:** anyone 18 years or older and unable to make reasonable judgments in relation to his/her person

### **Application of Policies**

These policies apply to all youth events that take place in AGM, anywhere else in Canada, and internationally, and that are organized, hosted, and/or supervised by employees and/or volunteers of AGM, including all parishes, quasi-parishes and missions. It does not apply to youth events organized, hosted, and/or supervised by Catholic schools in AGM or by Catholic individuals who are acting as individuals.

## **POLICY 8.2      Pre-approval for Extra-diocesan Events**

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### **Requirement for pre-approval from AGM**

Participation by youth and young adults from AGM in any youth events that take place outside of AGM must be pre-approved by AGM before any organization is started. This pre-approval must be sought by means of an application to the Curia of AGM, through either the Financial Administrator of AGM or the Executive Assistant to the Archbishop. The final decision will be made by the Archbishop, in consultation with the Curia.

- **Application**

The application for pre-approval, Form 8.2.a, must be made in writing and include:

- Purpose and/or Catholic nature of the youth event
- Estimate of the number of direct participants from AGM
- Estimate of the number of chaperones and/or supervisors
- Estimated cost for one participant/chaperone/supervisor
- Descriptions of any fundraising activities
- Risk assessment (Form 8.2.b)
- Draft itinerary or program (Form 8.2.c)

Accepted by the Council of Priests and College of Consultors on 11 March 2015

## Request for Permission to Organize an Extra-diocesan Youth Event

Participation by youth and young adults from AGM in any extra-diocesan youth events must be approved **before** any organization is started. Please complete this form and send it to **Finance Administrator at the Archdiocese of Grouard-McLennan**, 10301 102 Street, Grande Prairie AB T8V 2W2 or e-mail it to [finance.agm@outlook.com](mailto:finance.agm@outlook.com).

Leader/Contact person and contact details	
Name and location(s) of event	
Purpose of event	
Purpose of AGM participation	
Number of participants from AGM (estimate)	
Number of chaperones/supervisors	
Total cost per person	
Proposed fundraising activities	
Risk assessment	<i>Please attach Risk Assessment document</i>
Itinerary/Program	<i>Please attach Draft Program for Proposed Youth Event</i>

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature of Archbishop or His Delegate)

### Risk Assessment

Event name: \_\_\_\_\_

Event location(s): \_\_\_\_\_

Place an **X** in either **Yes** or **No** or, where the consideration is not applicable, **N/A**. Complete the section **Risk Review** whenever a **Yes** is indicated. See attachment for Explanatory Notes. Use the blank lines to list other considerations not already covered that are unique to this event.

Considerations	Yes	No	N/A	Risk Review				
				What could go wrong	Likelihood	Consequence	Risk rating	Possible controls
<b>Group composition</b>								
Is the chaperone to participant ratio greater than 1:5?								
Are there members under 16 years of age?								
Are there more than 15 members, total?								
<b>Travel</b>								
Is this the first visit to this location by the leader?								
Is this the first international travel by more than 50% of the group?								
Have travel arrangements been made by individuals (i.e. not a travel professional)?								
<b>Health</b>								





Considerations	Yes	No	N/A	Risk Review				
				What could go wrong	Likelihood	Consequence	Risk rating	Possible controls
<b>Technology and infrastructure</b>								
Is there difficulty obtaining adequate and reliable emergency services (e.g. police, ambulance, etc.)?								
Is there difficulty obtaining adequate and reliable medical care (hospitals, first aid, etc.)?								
[If group will be carrying out construction or repair activities] Are safety standards for equipment and operation significantly below those of Canada?								
<b>Work environment</b>								
Will work be performed in confined spaces?								
Will the group be working with or exposed to hazardous materials (e.g. leaded paint, radiation, chemicals, etc.)?								
Will the group be working with potentially hazardous equipment (e.g. industrial, agricultural, etc.)?								
<b>Transportation</b>								

Considerations	Yes	No	N/A	Risk Review				
				What could go wrong	Likelihood	Consequence	Risk rating	Possible controls
If you will be undertaking significant rail travel, is the system unreliable or unsafe?								
If you will be undertaking significant road travel, are the local road, traffic and vehicle conditions considered unreliable or unsafe?								
If you will be undertaking domestic air travel, is it seen as unreliable or unsafe?								
If you will be undertaking travel by ferries or other vessel services, are they seen as unreliable or unsafe?								
<b>Communications</b>								
Will you be outside of mobile phone network coverage?								
Will no group member have an accessible mobile phone?								
Will contact by landline, fax and email be difficult?								
Will travel plans be subject to sudden change, making communication difficult?								
<b>Security</b>								



**Essential Destination Information** (Must be completed)

Emergency contact information  Police:  Fire:  Ambulance:
24-hour emergency medical:
Canadian embassy/consulate address:
Canadian embassy/consulate phone:

## Explanatory Notes

For each “Consideration” marked **Yes**, please give a brief description of the potential hazard (“What could go wrong”). Then, determine the **Likelihood** of the hazard occurring and the potential **Consequence**. Using the risk matrix, you can then determine the **Risk rating**. Where the **Risk rating** is High or Medium, please provide information about the **Possible controls** you would use to mitigate or eliminate the hazard and its consequences.

Risk Matrix				
Consequence (What injury or harm could affect a person if the hazard occurs?)	Likelihood			
	Could happen at any time	Could happen sometime	Could happen but very rare	Could happen but probably never will
Death or permanent disability	High	High	High	Medium
Serious injury or illness	High	High	Medium	Medium
Significant financial loss	High	High	Medium	Medium
Medical attention required	High	Medium	Medium	Low
Pain/discomfort experienced or first aid required	Medium	Medium	Low	Low

### Draft Itinerary

Event name: \_\_\_\_\_

Event location: \_\_\_\_\_

Dates: \_\_\_\_\_

	Location	Activity
<b>Day 1</b>		
<b>Day 2</b>		
<b>Day 3</b>		
<b>Day 4</b>		
<b>Day 5</b>		
<b>Day 6</b>		
<b>Day 7</b>		
<b>Day 8</b>		
<b>Day 9</b>		
<b>Day 10</b>		
<b>Day 11</b>		
<b>Day 12</b>		

Modes of Transportation: \_\_\_\_\_

\_\_\_\_\_

Types of Accommodation: \_\_\_\_\_

\_\_\_\_\_

## **POLICY 8.3      Fundraising and Money-handling**

[\(top\)](#)

### **Policies related to fundraising and money-handling**

- Fundraising

When fundraising is part of the organization for youth events, keep in mind the gambling policy of AGM. All fundraising activities should be previewed by the Financial Administrator, to ensure their appropriateness and effectiveness. All monies collected must be handled as described below, as soon as possible following the event or activity.

- Money-handling

Money-handling and financial management are very sensitive subjects for most people. We believe it is essential that the policies on money-handling be strictly adhered to in the organization of youth events. They are intended to protect the organizers, the participants, parishioners in general and AGM and ensure that no opportunities exist for even the suspicion of inappropriate use of funds.

All youth events involving the collecting and disbursing of funds must be done through the Finance Section of AGM. The leader will notify the Financial Administrator that a youth event is being organized and the Financial Administrator will create an account in the General Ledger. All receipts will be deposited by the Finance Section and all disbursements will either be directly paid by the Finance Section or be reimbursed. In order to qualify for reimbursement, the archdiocesan Expenses Claim form must be filled out and have the original receipt attached. It will be authorized by the leader of the event and submitted to the Financial Administrator for payment. If you do not follow these steps, there may be difficulties in making the reimbursement.

If the organizers of the youth event choose to do their own accounting, they are welcome to do that. However, any discrepancies between their accounts and those of AGM Finance Section will, after all reviews are completed, be resolved according to the accounts of AGM.

**NB: It is never acceptable to set up a bank account for the purposes of organizing a youth event in or outside of AGM. If the event is in AGM, you must use either the parish where the event will be held or the Finance Section of AGM to collect and disburse all related funds. If the event is outside of AGM, you must use the Finance Section of AGM to collect and disburse all related funds.**

## **POLICY 8.4      Screening and Acceptable Conduct**

[\(top\)](#)

### **Policies related to screening and safe environment**

The Catholic Church in Canada, and globally, is committed to ensuring the safety and well-being of everyone in her care, and most especially children, youth and vulnerable adults. AGM has developed protocols and policies to prevent misconduct of any type. For youth events, this means that all employees and volunteers involved in organization, supervision, chaperoning, leading, and money-handling, will need to complete a variety of screening activities, orientation sessions, and, as necessary, training.

All employees of AGM, including parishes, and all volunteers who are 18 years of age and over and are participating in youth events, in any capacity, will need to provide to the local or archdiocesan screening coordinator: a criminal record check, including a vulnerable sector check, completed by the local RCMP detachment; and an intervention record check, completed by the regional CFSA office. [Note: Criminal record checks and intervention record checks are considered valid for five years.]

They will also be required to fill out a Covenant of Care form. Please see the Misconduct Policy, Section 5 in the *Policy Manual*, for more details and information on obtaining the record checks and completing the necessary forms.

### **Code of Conduct**

The Archdiocese of Grouard-McLennan is committed to ensuring a safe and respectful environment for all those entrusted to our care: parishioners, volunteers, employees, clergy and, most especially, children, youth and vulnerable adults. We uphold and promote the values expressed in the Gospel of Jesus Christ and the teachings and laws of the Catholic Church. These include, but are not limited to:

- Serving others in love, humility and sacrifice
- Respecting the dignity and well-being of every person
- Acting in justice and charity in every situation and relationship

In light of these values, we have developed codes of conduct that must be followed by all participants, leaders, supervisors and chaperones involved in events for youth and young adults.

#### **Appropriate Conduct and Behaviour – participants**

- Adhering to the published policies and procedures of the Archdiocese of Grouard-McLennan
- Treating with courtesy and respect people in authority over us, our peers, and anyone else we meet
- Following the rules and requirements for the events and activities we are participating in
- Respecting any confidential or personal information related to the events and activities we are participating in.

#### **Appropriate Conduct and Behaviour – leaders, supervisors and chaperones**

- Adhering to the published policies and procedures of the Archdiocese of Grouard-McLennan

- Treating with courtesy and respect people in our care and control, our fellow volunteers, archdiocesan staff, and anyone else we meet
- Carrying out our duties as volunteers and staff with competence and care
- Following the rules and requirements for the events and activities we are supervising
- Respecting any confidential or personal information related to the events and activities we are responsible for or participating in.

**Unacceptable Conduct and Behaviour for All**

- Use of physical contact or restraint for correction or discipline or to intimidate
- Physical displays of affection that suggest a romantic or intimate relationship, including but not limited to: kissing; sitting or standing with one or both arms around the shoulders or waist of another person; sitting in the lap of another person; leaving the proximity of the group without express consent of a leader, supervisor or chaperone; refusing to comply with requests (from anyone) to separate from another person
- Bullying or otherwise verbally demeaning anyone
- Use of obnoxious language, including cursing, profanity, racist, sexist or other demeaning expressions
- Any behaviours that would, to a reasonable person, create a hostile environment for anyone participating in the event or activity.

Organizers of events must obtain from all participants a signed Form 8.4.a Code of Conduct – Participants and from all leaders, supervisors and chaperones a signed Form 8.4.b Code of Conduct – Leaders, Supervisors, and Chaperones. These forms are to be submitted to the Archdiocese Finance Section, in accordance with Policy 8.5, below.

Accepted by the Council of Priests and College of Consultors on 11 March 2015

**Archdiocese of Grouard-McLennan Extra-diocesan Youth Event**

**Code of Conduct -- participants**

The Archdiocese of Grouard-McLennan is committed to ensuring a safe and respectful environment for all those entrusted to our care: parishioners, volunteers, employees, clergy and, most especially, children, youth and vulnerable adults.

**Our Values**

As a local faith community of the Catholic Church, the Archdiocese of Grouard-McLennan upholds and promotes the values expressed in the Gospel of Jesus Christ and the teachings and laws of the Catholic Church. These include, but are not limited to:

- Serving others in love, humility and sacrifice
- Respecting the dignity and well-being of every person
- Acting in justice and charity in every situation and relationship

**Appropriate Conduct and Behaviour**

- Adhering to the published policies and procedures of the Archdiocese of Grouard-McLennan
- Treating with courtesy and respect people in authority over us, our peers, and anyone else we meet
- Following the rules and requirements for the events and activities we are participating in
- Respecting any confidential or personal information related to the events and activities we are participating in.

**Unacceptable Conduct and Behaviour**

- Use of physical contact to intimidate or influence the behaviour of others
- Bullying or otherwise verbally demeaning anyone
- Use of obnoxious language, including cursing, profanity, racist, sexist or other demeaning expressions
- Any behaviours that would, to a reasonable person, create a hostile environment for anyone participating in the event or activity.

I, \_\_\_\_\_, have read and agree to abide by the  
(Name, please print)

above Code of Conduct for Participants while participating in the event:

\_\_\_\_\_ during the dates of  
(Name of event or activity)

\_\_\_\_\_ and \_\_\_\_\_.  
(Start date) (End date)

\_\_\_\_\_  
(Signature of participant)

\_\_\_\_\_  
(Date of signature)

**Archdiocese of Grouard-McLennan Extra-diocesan Youth Event**

**Code of Conduct -- leaders, supervisors, chaperones**

The Archdiocese of Grouard-McLennan is committed to ensuring a safe and respectful environment for all those entrusted to our care: parishioners, volunteers, employees, clergy and, most especially, children, youth and vulnerable adults.

**Our Values**

As a local faith community of the Catholic Church, the Archdiocese of Grouard-McLennan upholds and promotes the values expressed in the Gospel of Jesus Christ and the teachings and laws of the Catholic Church. These include, but are not limited to:

- Serving others in love, humility and sacrifice
- Respecting the dignity and well-being of every person
- Acting in justice and charity in every situation and relationship

**Appropriate Conduct and Behaviour**

- Adhering to the published policies and procedures of the Archdiocese of Grouard-McLennan
- Treating with courtesy and respect people in our care and control, our fellow volunteers, archdiocesan staff, and anyone else we meet
- Carrying out our duties as volunteers and staff with competence and care
- Following the rules and requirements for the events and activities we are supervising
- Respecting any confidential or personal information related to the events and activities we are responsible for or participating in.

**Unacceptable Conduct and Behaviour**

- Use of physical contact or restraint for correction or discipline or to intimidate
- Bullying or otherwise verbally demeaning anyone
- Use of obnoxious language, including cursing, profanity, racist, sexist or other demeaning expressions
- Any behaviours that would, to a reasonable person, create a hostile environment for anyone participating in the event or activity.

I, \_\_\_\_\_, have read and agree to abide by the  
(Name, please print)

above Code of Conduct for Leaders, Supervisors and Chaperones while participating in the event:

\_\_\_\_\_ during the dates of  
(Name of event or activity)

\_\_\_\_\_ and \_\_\_\_\_.  
(Start date) (End date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date of signature)

## **POLICY 8.5      Organizational Requirements and Checklist for      [\(top\)](#)**

### **Youth Events**

#### **Organization of youth events in AGM**

Most youth events which take place under the auspices of AGM will also take place in AGM. They will not need pre-approval but, when in doubt, please seek the advice of the Youth Ministry Co-ordinator or the Executive Assistant to the Archbishop.

The screening procedures for volunteers (see above) must be followed for all youth events in AGM.

The policy for money-handling must also be followed. That is, you must use either the parish bank account or the Finance Section of AGM for all receipts and disbursements of funds related to the youth event.

#### **Organization of and participation in youth events outside of AGM**

From time to time, youth and young adults in AGM may express a desire to participate in a youth event being hosted elsewhere, e.g. World Youth Day or a Eucharistic Congress. There also may be opportunities identified by pastors or youth ministers that would contribute to the spiritual development of youth and young adults in AGM.

The safety of all participants in youth events is of paramount importance. Travel, unfamiliar environments, and the excitement of the event can all contribute to unfortunate mistakes that harm people. To minimize the risk of harm, the following checklist must be completed and submitted for the Archbishop's review at least one week before departure to the youth event:

- registration forms for all participants (form 8.5.a). Your registration forms should include: name, age, address, phone number and e-mail; emergency contacts (at least two); and the participant's signature. [At the time of registration, you should consider requesting a deposit as part of registration, to minimize drop-outs, especially without adequate notice.]
- signed Code of Conduct acknowledgements from all participants (forms 8.4.a)
- permission forms from parents for all youth participants (form 8.5.b). Copies will be kept on file with the Finance Section, and the originals will be carried by the leader or a designate through the entirety of the youth event.
- personal waivers for all participants aged 18 years and older (form 8.5.c).
- names and proof of completion of orientation and any applicable training for supervisors and/or chaperones. There should be a minimum of two unrelated chaperones for each five (or fraction thereof) youth participants. If this ratio is not met, there must be a written explanation and a supervision plan that meets the approval of the Archbishop.
- copies of screening documents and signed Code of Conduct acknowledgements for the leader and all supervisors and chaperones (form 8.4.b).
- final list of all participants and related information (form 8.5.d), copies of all participants', chaperones', supervisors' and leader's passports, as applicable.
- name of group member who will act as "risk manager". Ensure that this person also has copies of passports, emergency contact numbers, and proof of insurance for group members.

- proof of personal liability insurance and travel health insurance for all participants. The certificates of insurance are kept on file with the Finance Section.
- final itinerary and program of activities.

Accepted by the Council of Priests and College of Consultors on 11 March 2015

**Archdiocese of Grouard-McLennan Extra-diocesan Youth Event**

**Participant Information**

*(The Group Leader is to take a copy of this form with him/her. A copy is to be submitted to the Chancery before departure.)*

**Personal Information**

Full name	
Date of birth and age	
Home address	
Home phone	
Cellular phone	
Passport #	<i>(copy attached)</i>
AHC #	

**Emergency Contact Information**

Full name	
Relationship	
Home address	
Home phone	
Cell phone	
Work phone	

**Medical Information**

Medical conditions	
Allergies	
Current medications	

**Proof of Insurance** *(copies of certificates attached)*

Medical Travel Insurer		Policy number	
Personal Liability Insurer		Policy number	

**Transportation if Driving**

Vehicle owner			
Vehicle make/model		License plate	

**Transportation if Someone is Dropping You Off and Picking You Up**

Name of person dropping off			
Home phone		Other phone	
Name of person picking up			
Home phone		Other phone	

**Archdiocese of Grouard-McLennan Extra-diocesan Youth Event**

10301 102 Street, Grande Prairie, Alberta T8V 2W2

**Extra-diocesan Youth Event Waiver  
Consent of Parent/Guardian and Acknowledgment of Risk**

<b>Event name:</b> _____
<b>Event location(s):</b> _____
<b>Event date(s):</b> _____
<b>Purpose of event:</b> _____
<b>Method(s) of transportation:</b> _____
<b>Leader/Head supervisor:</b> _____
<b>Total # of supervisors and/or chaperones:</b> _____
<b>Cost per person (estimate):</b> _____

**Potential Known Risks**

Risk	Potential harm

**The Archdiocese of Grouard-McLennan will make every reasonable effort to ensure or ascertain that:**

- a. The staff, volunteers and/or service providers involved are suitably trained and qualified.
- b. The youth participants (i.e. <18 years of age) are adequately supervised over all aspects of the event.
- c. The locations and sites visited and/or used are appropriate for the activities and group.
- d. Equipment used has been inspected and deemed appropriate and safe.
- e. A Safety Plan is in place to identify and manage known potential risks (as described above.)
- f. An Emergency Plan is in place to deal with injury or illness of any of the group members, and especially youth.

**Parental Consent:**

- 1. I/We accept the mode(s) of transportation provided for the event.
- 2. I/We acknowledge my/our rights and responsibilities to obtain as much information as I/we require about this event and associated risks and hazards, including information beyond that provided to me/us by the Archdiocese or group organizers.

3. I/We freely and voluntarily assume the risks/hazards inherent in the event and understand and acknowledge that my/our child may suffer personal and potentially serious injury arising from his/her participation.
4. My/Our child has been informed that he/she is to abide by the rules and regulations, including directions and instructions from the group leaders, supervisors and chaperones and service provider's administrators, instructors, and supervisors over all phases of the event.
5. In the event my/our child fails to abide by these rules and regulations, disciplinary action may require his/her exclusion from further participation.
6. I/We acknowledge that it is my/our duty to advise the group leader/the Archdiocese of any medical and/or health concerns of my/our child that may affect his/her participation.
7. I/We acknowledge that the Archdiocese may choose to cancel the trip if travel conditions are deemed unsafe (e.g. weather, health advisory, security.) I/We accept that the Archdiocese may not be liable for any costs associated with such a cancellation.
8. I/We acknowledge that the trip supervisors may secure transport to emergency medical services as they deem necessary for my/our child's immediate health and safety, and that I/we shall be financially responsible for such services.
9. I/We have obtained travel medical insurance and personal liability insurance for my/our child. The Certificate of Travel Medical Insurance and Certificate of Personal Liability Insurance are attached to this form.
10. Based on my/our understanding, acknowledgment, and consent as described herein, my/our child has my/our permission to participate in the event described.

\_\_\_\_\_  
Name of Youth Participant

\_\_\_\_\_  
Name of Parent/Legal Guardian 1

\_\_\_\_\_  
Name of Parent/Legal Guardian 2

\_\_\_\_\_  
Signature of Parent/Legal Guardian 1

\_\_\_\_\_  
Signature of Parent/Legal Guardian 2

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Archdiocese of Grouard-McLennan Extra-diocesan Youth Event**

10301 102 Street, Grande Prairie, Alberta T8V 2W2

**Extra-diocesan Youth Event Waiver  
Personal Waiver and Acknowledgment of Risk**

<b>Event name:</b> _____
<b>Event location(s):</b> _____
<b>Event date(s):</b> _____
<b>Purpose of event:</b> _____
<b>Method(s) of transportation:</b> _____
<b>Leader/Head supervisor:</b> _____
<b>Total # of supervisors and/or chaperones:</b> _____
<b>Cost per person (estimate):</b> _____

**Potential Known Risks**

Risk	Potential harm

**The Archdiocese of Grouard-McLennan will make every reasonable effort to ensure or ascertain that:**

- a. The staff, volunteers and/or service providers involved are suitably trained and qualified.
- b. The youth participants (i.e. <18 years of age) are adequately supervised over all aspects of the event.
- c. The locations and sites visited and/or used are appropriate for the activities and group.
- d. Equipment used has been inspected and deemed appropriate and safe.
- e. A Safety Plan is in place to identify and manage known potential risks (as described above.)
- f. An Emergency Plan is in place to deal with injury or illness of any of the group members, and especially youth.

**Personal Consent:**

1. I accept the mode(s) of transportation provided for the event.
2. I acknowledge my rights and responsibilities to obtain as much information as I require about this event and associated risks and hazards, including information beyond that provided to me by the Archdiocese or group organizers.

3. I freely and voluntarily assume the risks/hazards inherent in the event and understand and acknowledge that I may suffer personal and potentially serious injury arising from my participation.
4. I have been informed of the rules and regulations, and I will abide by these rules and regulations, and any additional directions and instructions from the group leaders, supervisors and chaperones and service provider's administrators, instructors, and supervisors over all phases of the event.
5. In the event I fail to abide by these rules and regulations, disciplinary action may require my exclusion from further participation.
6. I acknowledge that it is my duty to advise the group leader/the Archdiocese of any medical and/or health concerns of mine that may affect my participation.
7. I acknowledge that the Archdiocese may choose to cancel the trip if travel conditions are deemed unsafe (e.g. weather, health advisory, security.) I accept that the Archdiocese may not be liable for any costs associated with such a cancellation.
8. I acknowledge that the trip supervisors may secure transport to emergency medical services as they deem necessary for my immediate health and safety, and that I shall be financially responsible for such services.
9. I have obtained travel medical insurance and personal liability insurance for myself. The Certificate of Travel Medical Insurance and Certificate of Personal Liability Insurance are attached to this form.

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Name of Adult Participant

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Signature of Adult Participant

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Date

## Archdiocese of Grouard-McLennan Extra-diocesan Youth Event

### Group Information and Event Itinerary

*(The Group Leader is to take a copy of this form with him/her. A copy is to be submitted to the Chancery before departure.)*

#### Event Information

Full name	
Date of departure	
Date of return	
Location(s)	

#### Emergency Contact Information

Full name	
Phone number during event	
Alternate phone number	
Police in location of event	
Canadian Consular Services	
Hotel/residence phone number	

#### Leader

(1) Full name	
Home address	
Phone numbers	

#### Supervisors

(1) Full name	
Home address	
Phone numbers	
(2) Full name	
Home address	
Phone numbers	
(3) Full name	
Home address	
Phone numbers	
(4) Full name	
Home address	
Phone numbers	

## Chaperones

(1) Full name	
Home address	
Phone numbers	
(2) Full name	
Home address	
Phone numbers	
(3) Full name	
Home address	
Phone numbers	
(4) Full name	
Home address	
Phone numbers	

## Participant names *(see accompanying forms for all details)*

Participant 1	
Participant 2	
Participant 3	
Participant 4	
Participant 5	
Participant 6	
Participant 7	
Participant 8	
Participant 9	
Participant 10	
Participant 11	
Participant 12	
Participant 13	
Participant 14	
Participant 15	

## Transportation if Driving

Vehicle 1 owner	
Vehicle 1 driver	
Vehicle 1 make/model	
Vehicle 1 license plate	
Vehicle 2 owner	
Vehicle 2 driver	
Vehicle 2 make/model	
Vehicle 2 license plate	

### Transportation if Flying

Name of Airline		Destination	
Flight number			
Date of departure		Departing from	
Time of departure		Time of arrival	
Name of Airline		Destination	
Flight number			
Date of departure		Departing from	
Time of departure		Time of arrival	
Name of Airline		Destination	
Flight number			
Date of departure		Departing from	
Time of departure		Time of arrival	

### Itinerary and Event Program

Day 1 – Starting point	
Activities	
Ending point	
Accommodations	
Day 2 – Starting point	
Activities	
Ending point	
Accommodations	
Day 3 – Starting point	
Activities	
Ending point	
Accommodations	
Day 4 – Starting point	
Activities	
Ending point	
Accommodations	
Day 5 – Starting point	
Activities	
Ending point	
Accommodations	
Day 6 – Starting point	

Activities	
Ending point	
Accommodations	
Day 7 – Starting point	
Activities	
Ending point	
Accommodations	
Day 8 – Starting point	
Activities	
Ending point	
Accommodations	
Day 9 – Starting point	
Activities	
Ending point	
Accommodations	
Day 10 – Starting point	
Activities	
Ending point	
Accommodations	
Day 11 – Starting point	
Activities	
Ending point	
Accommodations	
Day 12 – Starting point	
Activities	
Ending point	
Accommodations	

## **POLICY 8.5.1 World Youth Days**

### **Preamble**

World Youth Days have proven to be a popular and significant experience for young adult Catholics across the globe. In the Archdiocese of Grouard-McLennan, groups have participated since the WYD in Denver CO in 1993. The Archdiocese joyfully participates in World Youth Days with the following understandings firmly in place.

### **Age**

The Holy See is very clear on this matter: this event is intended for persons no younger than 18, and until age 35.

No person younger than 16 may participate in any part of WYD nor in the organizing activities undertaken by the group in preparation for the WYD. The Archdiocese's policy allows for youth between 16 and 18 years of age to participate in the organizing activities of the archdiocesan group **but** only if they will be 18 years old as of the beginning date of Days in the Diocese leading up to the main WYD events.

People over the age of 35 are welcome to participate in WYD as chaperones and should contact the Archdiocesan Youth Ministry Coordinator for further information.

### **Team**

A team will be assigned by the Archbishop for each WYD event, in consultation with the **Archdiocesan Youth Committee** (AYC), within six months of the conclusion of the preceding WYD. The team will be made up of at least one man, one woman and one priest from the Archdiocese. The Youth Ministry Coordinator (YMC) may also be called on by the Archbishop to be a leadership team member.

The team members will receive no financial compensation for their leadership and participation. The team will be required to comply with the policies and forms for event organization described in Policy 8.5, above.

The Archdiocese will cover all expenses related to the team priest's travel and accommodation for participation in the WYD. The Archdiocese will pay expenses related to pastoral assistance in the priest's parishes during his absence for WYD.

The Archdiocese will cover all expenses for the Youth Ministry Coordinator's travel and accommodation for participation in WYD.

### **Planning and Fundraising**

Throughout the planning and fundraising, the team must be in continuous contact with the Finance Administrator of the Archdiocese, and be in compliance with Policy 8.3, above. **All** financial transactions related to WYD will take place through the finance section of the Archdiocese.

When fundraising activities are intended to be held in specific parish churches, team leaders and members are to discuss the planned activities with the parish priest. When the fundraising activities are

recurring, the team leaders are to ensure they have the permission of the parish priest for **each date and time**.

## **Participants**

Young adults aged 18 to 35 from across the whole Archdiocese are welcome and encouraged to take part in the archdiocesan group. It is possible, too, for individuals or parishes to register on their own, and not be members of the archdiocesan group. Every effort will be made to include all members of the archdiocesan group in fundraising and spiritual events during the months of preparation.

## **Registration**

Participants are required to register and provide a deposit at least 18 months before the Days in the Diocese are scheduled to commence. This will help assure effective planning, organization and fundraising by and on behalf of WYD participants.

The YMC of the Archdiocese will prepare and publish the registration form, in all appropriate and relevant media, in sufficient time to notify potential participants and allow them to register as required. The deposit will normally amount to 10-15% of the projected travel costs for one person to go to the WYD event.

All people seeking to register after the official registration date will have to make an application in writing to the YMC. The YMC will consult with the leadership team, the AYC, and/or the Archbishop before making a decision about accepting the late registration. Conditions may be imposed on any late registration, as recommended by the YMC, the leadership team, the AYC and/or the Archbishop.

The final date for late-registration will be determined by: (1) the host country for World Youth Days; and, (2) the tour organizer's requirements, if a tour organizer is being used by the Archdiocese's delegation.

## **Cancellation and Refunds**

- The initial deposit made at the time of registration is **non-refundable**.
- Refunds of any other payments made directly by participants to WYD, in the person's name, will be subject to the policies of the tour organizer and the WYD host nation.
- Payments made as part of the archdiocese's authorized WYD group's fundraising efforts are **non-refundable**.

## **Leadership and Participation**

WYD is a faith event, designed to strengthen the already-evident faith of young adults. It is not intended to be a vacation or a group excursion. The fruit of such an event should be evident in the lives of the participants. Those wishing to take part should also show signs of their commitment to Christ and His Church, even if this is in a germinal stage.

WYD takes place every three years, in a city and country chosen by the Holy Father each time. In the lead-up to attending a WYD event, archdiocesan group participants are expected to show their commitment and leadership by actively participating in local Church events, such as:

- Parish ministries;
- Parish or archdiocesan service projects;

- The annual St. Martin Youth Camp at Camp Artaban;
- Theology on Tap gatherings;
- Parish youth and family events;
- Vacation Bible School in local parishes.

Promulgated by the Council of Priests on 13 March 2018

## **POLICY 8.6      Reporting on youth events**

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- Youth events Inside of AGM

For special, one-time and financially significant events inside AGM and for all youth events outside of AGM, organizers and leaders will be required to provide reports to the Archbishop.

- Youth events outside of AGM

Youth events outside of AGM will usually require a lot of planning and include various deadlines. The leader will be required to meet with the Financial Administrator at least once before the date of the youth event, usually six months prior to that date. This will allow everyone to be sure that all the necessary actions and decisions have been taken.

Following the event, the leader will be required to provide a written report to the Archbishop, usually within one month of the conclusion of the youth event. This report will include:

- A list of the names and other information of participants, volunteers, and employees who took part in the event;
- A synopsis of what happened at the event;
- A description of any/all critical incidents that occurred at or around the event;
- Recommendations for planning, organizing and participating in future similar events.

Accepted by the Council of Priests and College of Consultors on 11 March 2015