



NAD Youth Ministries Safety Resources

Offsite Church Activities GUIDELINES Checklist

www.NADYouthSafety.org

When planning off-site church activities, there are several items that must be taken in consideration, such as travel insurance (if applies), background checks for volunteers, parental consent and medical release forms for minors, church board pre-approval, and many other items. All activities must be approved by the church board. This approval must be recorded in the church board minutes. Youth/children's leaders are accountable to the Church board that is approving the event.

Step #1

Provide your church board details of the activity in writing, such as:

- a. Departure date and return date of trip.
- b. Place/City/Country of trip.
- c. A list of all participants (minors and adults), and information for an at-home emergency contact person for each participant. This information must be retained by your church leadership to be used in the event of an emergency.
- d. Provide a copy of purchased travel insurance (Adventist Risk Management) for each traveler (when applies).

Step #2

Background Checks (Volunteer Screening) will need to be completed for each adult participating in the trip (including parents of participating minors).

Step #3

Forms that you will need to use when planning off-site activities:

- a. Trip/Off-site Activity Planning Checklist
https://adventistyouthministries.org/files/safety-guidelines/PDFs_Docs/OffsiteActivityPlanning_NADENG.pdf
- b. Vehicle Pre-Trip Inspection Form
- c. https://adventistrisk.org/Adventist_Risk/media/ARMSiteContent/Safety%20Resources/English/FRM_VehiclePreTripInspection_ALLEN.pdf
- d. Parental Consent Form (PDF)
https://adventistyouthministries.org/files/safety-guidelines/PDFs_Docs/ParentalConsentForm.pdf

- e. Consent for Medical Treatment Form (PDF)
https://adventistyouthministries.org/files/safety-guidelines/PDFs_Docs/ConsentMedTreatment_MinorsAuthorization_NADENG.pdf
- f. Certificate of Qualification to Transport Minors by Private Vehicle (PDF)
https://adventistyouthministries.org/files/safety-guidelines/PDFs_Docs/DRIVER-Certificate-Of-QUALIFICATION-CHURCH.pdf
- g. Accident Incident Report form (*Recommended taking a supply of 5 or more forms in the event of emergencies*).
<https://adventistyouthministries.org/safety-resources/trips-transportation>
- h. Vehicle Accident Prevention Form
https://adventistyouthministries.org/files/safety-guidelines/PDFs_Docs/VehicleAccidentPrevention_NADENG.pdf.pdf

Step #4

In the event of an emergency, the church pastor or designated church board member should:

- a. Contact all travelers' family to notify them of the emergency
- b. Contact the local Conference immediately for further procedures and (legal) assistance with the matter.

Step #5

Additional Resources for Review

- Essentials for Every Ministry's First Aid Kit
- <https://adventistrisk.org/en-us/safety-resources/solutions-newsletter/2017/august/essentials-for-every-ministry-s-first-aid-kit>
- How to Avoid Unnecessary Risk on Your Next Pathfinder Camping Trip
<https://adventistrisk.org/en-us/safety-resources/solutions-newsletter/2017/august/how-to-avoid-unnecessary-risk-on-your-next-pathfin>
- Laying the Groundwork for a Successful Campout
<https://adventistrisk.org/en-us/safety-resources/solutions-newsletter/2016/september/laying-the-groundwork-for-a-successful-campout>
- Planning for Success: Safety While Camping (Chaperone Supervision in Tent Camping)
<https://adventistrisk.org/en-us/safety-resources/solutions-newsletter/2018/april/planning-for-success-safety-while-camping>
- Youth Supervision Guidelines
https://adventistyouthministries.org/files/safety-guidelines/youth-supervision_info-sheet_eng.pdf
- Appropriate Supervision for Youth Counselors
<https://adventistrisk.org/en-us/safety-resources/solutions-newsletter/2017/april/appropriate-supervision-for-youth-counselors>
<https://adventistrisk.org/en-us/safety-resources/solutions-newsletter/2016/may/are-you-ready-for-some-fun-in-the-water>

Three Questions You Need to Ask Before Hitting the Road

- a. Can any volunteer drive?
- b. How will I know their driving record?
- c. What do I need to do before allowing any volunteers to drive?

<https://adventistrisk.org/en-us/safety-resources/solutions-newsletter/2016/august/three-questions-you-need-to-ask-before-hitting-the-road>

Visit the NAD Youth Safety Website <https://adventistyouthministries.org/safety-resources/trips-transportation> for information on the following:

- Drivers and Transportation Safety
- 15 Passenger Van – Dangerous and Deadly
- Staying Safe on Slippery Roads
- Safe Winter Driving
- Parking Lot Safety Tips
- Renting a Car
- Webinars on Transportation

For additional information and forms visit:

<https://adventistrisk.org/en-us/safety-resources/pathfinder-safety>