

Appendix Instructions

Form	Description	Appendix Number
Parental/ Guardian Consent Form and Liability Waiver	Form is to be completed for each daytime/overnight field trips. (Youth ministers, religious educators or other coordinators are to keep the signed permission slips for each trip on file for one year.)	1
Medical Information Form	Form is to be completed annually by parent/guardian and kept on file in school or ministry office. The field trip leader is to take a copy for each student who participates in a field trip.	2
Driver Information Sheet	Volunteer Driver is to complete form in order to drive on any field trip.	3
Adult Liability Waiver Form	Form is to be completed by adults who chaperone/drive for daytime/overnight field trips.	4
Incident Report for Injuries	Form is to be completed by the field trip leader in the event any participant is injured in the course of the field trip. Form is to be given to the ministry/school leader who then submits the form to the Office of Risk Management when completed.	5
Process for International Trip Approval	Approval must be obtained for international trips. Trip information must be submitted to the Vicar General or Superintendent of Catholic Schools before approval for international trips will be granted. See Appendix for required information and process for trip approval.	6

