

Request for Diocesan Approval

(Outings, Daytrips, Day Retreats, Day Camps)



ROMAN CATHOLIC
DIOCESE
of Calgary

Please note that one form must be completed for each applicant

Name of Parish/Organization:	
Main Contact Person(s):	
Position of Requestor:	
Nature of Event:	
Date of Event:	
Location of Event:	
Number of Participants:	
Age of Participants:	
Agenda/Activities Planned:	Please attach a copy of the full agenda with details from the beginning of the event to the end, including timelines
Promotional Materials:	Please attach copies
Guests: (Pastors/Speakers/Coaches)	

Screening Requirements (Please attach a spreadsheet with names of all who will be chaperoning the event including staff, volunteers and guests with columns showing the applicable screening requirements and date when completed)

WHAT	WHO REQUIRES
Volunteer Information Form	All volunteers
Vulnerable Sector Police Information Check (VSPIC)	All staff, volunteers and guests
Agreement to Model Code of Conduct	All staff, volunteers and guests
Sexual Abuse Prevention Training	All volunteers and may include guests depending on their role at the event
Speaker Permission from Chancery	All speakers including lay speakers, non-Catholic and Catholic
Clergy Faculties	Non-Diocesan Clergy
Pastor Approval	Organizer of the Event

Review of Risks:

- Overall risk management responsibility to be assigned to a designated person who participates in the daytrip or outing. Designated person should be responsible for all risk management functions, be the go-to person for emergencies, carry copies of paperwork, etc. It is good to have a backup person assigned and trained as required. Assign person at home base to help expedite communications and assistance during the trip as required.
- Emergency plans should include a means to deal with: missing participant, medical emergencies, return of participant or chaperone who cannot/may not continue, emergency communications, emergency funds, etc.
- Chaperones/volunteers are at least 21 years of age, have demonstrated ability to supervise youth, have volunteered for at least a year, passed a full background check and be in full compliance with all diocesan "Safe Environment" requirements (recommended 5 year age difference).
- No unsupervised "free time"
- Contracts with any service providers must be reviewed (including indemnity/hold harmless language) and adequate insurance evidence received. Contractors must be selected with care.
- Chaperones to assure that all youth are continuously supervised as per the following:

AGE OF PARTICIPANTS	DAY TRIPS
Age 5 and under	2 unrelated adults/10 children
Ages 6 to 8	2 unrelated adults/12 children
Ages 9 to 10	2 unrelated adults/14 children
Ages 10 to 14	2 unrelated adults/15 children
Ages 15 to 18	2 unrelated adults/15 youth
Vulnerable Adults	2 unrelated adults/10 vulnerable adults

- Participation Forms to be retained and maintained by the Parish Office
- Deviations from the planned events detailed above are not permitted.
- Risk management review of the detailed plan above recommended.
- Parent/guardian permission forms must be signed including medical treatment release, medical insurance information, emergency contacts, and photos/videos.

Signature - Organizer /Main Contact

Date

Signature - Parish Pastor

Date

This document must be provided to the Human Resources Department 10 business days prior to the date of the event. All volunteer screening requirements must be completed 5 business days prior to the date of the event.