

# YOUTH ACTIVITY SURVIVALKIT



The information in this publication is intended to help ministry leaders. We believe that you will find the materials in this publication valuable when planning your youth activities.

We recognize that every ministry is different, and policies and procedures must address the particular needs of each organization. This publication is designed to provide practical guidelines. It does not constitute legal advice between an attorney and a client. The law varies in different jurisdictions, and the information discussed in this publication may not be applicable to the law in your state. If specific legal advice is required, we recommend that you consult with an attorney familiar with the laws in your location.

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# ATTENTION

## YOUTH WORKERS



Don't be caught off guard at your next youth event. In order for it to be a success, you need to be prepared. Fortunately, Brotherhood Mutual has what you need to get started. Among other things, you'll want to be sure you have:

- Adequate adult supervision
- Signed consent forms for every young person in your care
- Games and activities that are far from lame—and yet completely safe
- Plenty of plans for what to do when the unexpected strikes

## INTRO

Read on to learn some tips that you can put into practice no matter what type of youth activity you've planned. We've even included some sample forms and checklists that you can use to make sure you have all your bases covered.

Plan carefully, arm yourselves with plenty of caffeine, and get ready to have a great time!

For additional tools and resources for your youth ministry, be sure to check out "The Complicated World of Charlie Valor," a comic book series created by Brotherhood Mutual for youth ministry leaders and the students they serve. Visit [CharlieValor.com](http://CharlieValor.com) to learn more about Charlie and friends, and to download copies of the comic books.

# SECTION 1

## HAVE FUN, STAY SAFE



### TIPS FOR PLANNING YOUR NEXT YOUTH ACTIVITY

While your next youth group event might be a lock-in, a movie night, or an evening at the bowling alley, ministering to today's youth often involves a good deal of adventure and risk. Activities like skiing, rappelling, rock climbing, or whitewater rafting can draw young people to your church or ministry, but they can easily result in serious injury or death if not carefully managed.

Whatever type of activity you're planning, we've put together some tips that can help you protect the young people you serve, as well as your ministry.

## CHOOSING SUPERVISORS

Youth leaders and youth workers should be carefully selected. Conducting background screenings, providing adequate training, and having an appropriate number of adults in relation to the number of young people are just a few things to take into consideration. Here are a handful of questions you should ponder when choosing your adult supervisors.

- **How long has the adult been involved in your ministry?** Before any adult is allowed to assist with or supervise any youth activity, he or she should undergo a thorough background screening. Remember to follow the six-month rule, too: Don't consider anyone until they've attended your church for at least six months.
- **Does he or she have a proven track record?** Look for supervisors who demonstrate maturity and good judgment. Although teenagers in your church can be a good resource, they often lack the experience needed to deal with crisis situations. Always have at least two adults as your primary supervisors.
- **Have they been properly trained?** Enlist supervisors who have special training. For example, first aid and CPR training are recommended for supervisors of any activity.

If the supervisor has special skills related to the activity, all the better. An experienced outdoorsman, for example, would be a great asset on a weekend camping trip.

- **Can they manage a group of young people?** Appoint supervisors who can maintain control of the group. The ability to exert the appropriate amount of authority is essential to maintaining a safe and fun atmosphere for everyone. Someone who gives in easily to pressure or lacks confrontational skills might be challenged by teens, who often test the limits of authority.
- **Do you have enough supervision?** Provide an adequate number of supervisors for the type of activity and the age and number of participants. Events involving more risk or younger children require more supervision. Some states also require that state-licensed day care facilities meet a particular supervisor-to-child ratio. Check with a local attorney if you're not sure about the requirements in your state.

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## MAKE SURE SUPERVISORS KNOW THE PROCEDURES FOR DEALING WITH UNRULY PARTICIPANTS.

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## PLAN CAREFULLY

While you can't anticipate everything that may happen at your next youth activity, careful planning can help your event be more organized and enjoyable for everyone. Here are some things to think about:

- **Release form.** Make sure every parent completes an Activity Participation Agreement and notes all known medical conditions or allergies before allowing any young person to participate in an activity. See Brotherhood Mutual's sample Activity Participation Agreement on page 19. Remember, before you use any type of liability release form, be sure to have your ministry's attorney carefully review it.
- **Preparation.** Meet with your supervisors before the activity to evaluate possible risks. Discuss any potential accidents or injuries that could result from it. If the activity will

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## CAREFUL PLANNING CAN HELP YOUR EVENT BE MORE ORGANIZED AND ENJOYABLE FOR EVERYONE.

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take place at an off-site location, it's a good idea to do a walk-through prior to event day, so all supervisors are familiar with the location. Supervisors should also establish procedures for handling discipline problems or for dealing with emergency situations.

- **Discipline.** Make sure supervisors know the procedures for dealing with unruly participants. Instruct them to begin disciplinary procedures with a verbal reproach. They should not grab or shake the young person. If the problem continues or is serious, summon the parents. See the Supervision and Discipline Checklist on page 27 for more information on this topic.

## TIPS FOR ANY ACTIVITY

Regardless of what type of event your youth ministry is hosting, here are some tips that can help ensure everyone—adults and kids alike—has a great time:

- **Rules.** Supervisors should explain the rules to all participants before any activity begins. Making sure participants understand the rules will help ensure fair treatment of the participants and will take the surprise out of any discipline that may need to take place.
- **Supervision.** Whenever the church sponsors an activity involving young people on or off premises, always have at least two adults supervising each room, vehicle, or other enclosed space. More supervisors will be necessary if the group is large.
- **Discipline.** Handle all disciplinary problems professionally. Treat the offending youth with respect, and administer discipline in a fair and consistent manner.
- **Contact information.** Make sure that emergency and parental contact information is readily available to all supervisors. In the event of an accident or sudden illness, you may need to contact the young person's parents or family physician.
- **Report.** Make sure supervisors know that they should report all injuries and disciplinary actions to the event leader. Parents should also be notified as soon as possible.
- **Medical care.** Seek immediate medical attention if a young person becomes seriously ill during an activity. Contact their parents as soon as possible. It's a good idea to have someone on premises who is a trained medical professional\*. At the very least, be sure you have someone on staff who is trained in basic first aid skills, CPR, and AED use. This person should be the point of contact for all injuries and illnesses and should document all medical incidents.

*\*Note: Medical professionals are often not covered for malpractice outside of their employment. You should discuss this with your agent. Incidental Medical Malpractice Coverage (BGL-235 or BGL-234) may help fill this gap.*

## HIGH-RISK ACTIVITIES

While it's important to plan carefully for any type of youth activity, some events require a bit more thought and preparation than others. Paintball, rock wall climbing, and most water activities are good examples. When your youth activity is filled with high adventure, consider the following tips for extra safety and precaution:

- **Seek professional guidance.** Enlist the services of an experienced vendor who specializes in sponsoring and supervising the specific high-risk activity you've chosen.
- **Get signed permission.** Require that parents of youth participants sign an acknowledgment of risk and legal promise to hold you harmless, indemnify, and defend you for injury resulting from participation in the activity. Look for Brotherhood Mutual's sample Activity Participation Agreement on page 19 of this guide.
- **Ensure proper supervision.** Recruit an adequate number of experienced event supervisors. Keep in mind that normal supervisor-to-participant ratios may not be adequate when engaging in high-risk activities.
- **Proof of insurance.** Document whether each participant is covered by family medical or health insurance.

## ROAD TRIP SAFETY

Nothing's more fun than a road trip! If your next youth activity involves travel, your ministry might be better off using a charter bus service. While the cost may be higher than if you use your own or borrowed vehicles, the charter line's larger, safer vehicles and experienced drivers will greatly reduce the likelihood of an accident. Here are some other factors to keep in mind for your next youth group road trip:

- **Choose** an established charter company that owns modern, well-maintained equipment.
- **Verify** that the charter line is insured by asking for a certificate of insurance from its insurance company.
- **Do not sign** an agreement with a charter bus line that uses language making you responsible for injuries that trip participants sustain while riding in a charter vehicle driven by a charter operator.
- **Follow** safety and maintenance procedures if you must use ministry-owned or borrowed vehicles. Make sure they are in excellent mechanical condition and that they are operated by experienced, responsible drivers.

## STOCK YOUR FIRST AID KIT

First aid kits are relatively easy to assemble. Be sure your youth ministry has one on hand at all youth activities, both on- and off-site. Regardless of whether or not you purchase a kit or create your own, here are some items to consider including:

- Durable, transportable container
- Sterile gloves\* (at least two pairs)
- Sterile compresses, gauze, and dressings
- Cleansing agents (soap, antiseptic wipes and/or hydrogen peroxide, alcohol wipes and/or ethyl alcohol)
- Antibiotic ointment
- Burn ointment
- Hydrocortisone ointment
- Adhesive bandages in several sizes
- Adhesive cloth tape
- Elastic cloth bandage
- Medical tape on a roll

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### STORE YOUR FIRST AID KIT OUT OF REACH OF CHILDREN, BUT ENSURE IT IS EASILY ACCESSIBLE FOR ADULTS.

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- Instant cold compresses
- Breathing barrier with one-way valve for administering CPR
- Eye wash solution
- Thermometer (oral, non-mercury/non-glass)
- Scissors
- Tweezers
- Petroleum jelly or other lubricant
- Anti-diarrhea medication
- Antacid
- Blanket
- Flashlight and extra batteries
- First aid manual
- Emergency phone numbers

Store your first aid kit out of reach of children, but ensure it is easily accessible for adults. Check your kit regularly to ensure it is well stocked. Inspect all ointments and medications to make sure they are not beyond their expiration dates. Replace flashlight batteries and update the first aid manual and phone numbers.

*\*Remember some people are allergic to latex, so having non-latex sterile gloves is important*

# SECTION 2

## GET IT IN WRITING



### **CHOOSING AND USING THE RIGHT FORMS**

While variety and adventure are great—and sometimes necessary when it comes to planning youth activities—they can expose participants to injury and your ministry to liability. Besides careful planning and proper supervision, be sure you have a signed participation agreement for every young person who participates in any activity your youth ministry hosts. This would include anything from sports activities at the church to weekend whitewater rafting trips.

## HOW DO YOU CHOOSE THE RIGHT ONE?

There are a variety of sample activity participation agreements to choose from, and it can be overwhelming to know which one to choose. Here are some things to keep in mind when looking for the right one for your youth ministry:

- **Sample form can help.** Check out Brotherhood Mutual's sample Activity Participation Agreement on page 19. Your youth ministry can customize this form for each activity. Of course, you should consult with a local attorney to ensure it satisfies local legal requirements.
- **Get an adult's signature.** Activity participation agreements have only limited effectiveness when signed by minors (age 17 and under). While a minor's signature may indicate that he or she understands the nature of the activity, parents should be required to sign any agreement involving a minor. The agreement should include indemnity language that indicates the parents' willingness to be financially responsible for the minor's injuries.
- **Separate form for each activity.** As a general rule, ask parents to sign a separate participation agreement for each activity your youth ministry hosts. For instance, if one student signs up to go on a whitewater rafting trip and to play paintball, he or she should provide two separate participation agreements—one for each specific activity.
- **One form for recurring activities.** For ongoing activities, you may be able to use one participation agreement. For instance, if your youth group goes bowling once a month, you may want to use one agreement for a specified period of time, instead of

having each participant sign a release every time you go bowling.

Forms expire after one year. Never rely on an activity participation agreement for more than one year. Participants should provide a signed agreement each year for recurring activities.

## WHAT TO DO IF SOMETHING GOES WRONG

If a young person becomes ill or gets injured during a youth activity, be sure to document what happened and the treatment administered immediately after the incident. It's best to have a standard form to record this type of information. See Brotherhood Mutual's sample Notice of Injury form on page 20 for more information. Be sure to gather the following:

- Date, time, location of injury/illness
- Full name and contact information of injured/ill person
- Type of injury/illness and description
- Course of action (basic first aid, transportation to medical facility, etc.)
- Circumstances surrounding the injury or illness
- Other people involved and witnesses to the incident

No matter how carefully you plan—or how many supervisors you have—whenever you get a group of young people together there's the chance that someone could hurt. Whether it's in the middle of Sunday morning youth group, during a basketball game in the gym, or at an off-site activity, knowing how to deal with minor medical injuries and illnesses can make a big difference. Is your youth ministry ready to respond?

# SECTION 3

## A FINAL WORD



**IN HIS BOOK "BETTER SAFE THAN SUED," JACK CRABTREE FINDS YOUTH WORKERS MAKING MANY OF THE SAME MISTAKES THAT HE WARNS AGAINST.**

"The worst mistake that they make is that many youth workers say, *This won't happen to me,*" says Crabtree, executive director of Long Island Youth for Christ. "That's the number one mistake, that they almost dismiss either evaluating carefully what it is that they're doing or listening to correction, because it is overridden by this opinion that if nothing bad has happened to us yet, it won't happen to us."

While we know your youth ministry cannot anticipate everything that could happen at your next youth event, careful planning, adequate supervision, and having appropriate documentation can go a long way in covering most of your bases. Your focus is on making sure the young people in your care have a great experience. Let us help you do that, with these simple precautions.

## DO THIS

- **Make sure** you have enough adult supervision, including an appropriate number of male and female volunteers in relation to participants
- **Implement** a two-adult rule during all youth activities.
- **Plan well** and anticipate what might go wrong and how you will respond.
- **Enforce** that all participants have a signed activity participation agreement.
- **Make sure** you have emergency contacts for EVERY participant.
- **Obtain** a HIPAA-compliant medical release in case of emergencies.
- **Communicate** all activities to parents/guardians in advance of the event.
- **Take** frequent counts and account for all participants regularly throughout the event.
- **Take** a first aid kit to every youth activity.
- **Confirm** any allergy/special diet concerns of all participants prior to the activity.

## DONOT DO THIS

- **Host** an event at a location you're unfamiliar with.
- **Allow** any young person to participate in the event without a signed parent consent form.
- **Allow** any adult volunteers to supervise the event who have not undergone a thorough background check.
- **Allow** any young person and adult volunteer to be alone one-on-one, except for in emergency situations.
- **Allow** young people to leave the event without first speaking with his or her parent.
- **Add to or extend** the event beyond parent consent or knowledge.

# SECTION 4

## SAMPLE FORMS



As you prepare for your next youth activity—whether it’s a lock-in, a trip to the local pool, or a weekend road trip—make sure you have all the documentation you’ll need from each participant. We’ve included some sample forms in this section that your youth ministry may find helpful. They can be customized to fit your ministry’s unique needs. As with any form or other legal document, it’s a good idea to ask a local attorney to review them prior to use to make sure they’re compliant with the laws in your state.

# Activity Participation Agreement

This sample agreement should be reviewed and approved by your attorney prior to use.

## Activity Information (To be completed by the activity sponsor)

Name of sponsoring organization: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of sponsor's coordinator: \_\_\_\_\_ Telephone: \_\_\_\_\_

Description of activity: \_\_\_\_\_

Date(s) and location of activity: \_\_\_\_\_

## Participant Information (To be completed by participant or authorized guardian)

Name of participant: \_\_\_\_\_

Name of parents/guardians: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of emergency contact: \_\_\_\_\_

Telephone (Day): \_\_\_\_\_ Telephone (evening): \_\_\_\_\_

List allergies or medical conditions: \_\_\_\_\_

Is sponsor authorized to approve medical treatment? Yes No

Is participant covered by personal/family medical insurance? Yes No

If yes, name of insurer: \_\_\_\_\_

Policy or group number: \_\_\_\_\_

## Participation Agreement

I acknowledge that participation in the activity described above involves risk to the Participant (and to Participant's parents or guardians, if Participant is a minor), and may result in various types of injury including, but not limited to, the following: sickness, bodily injury, death, emotional injury, personal injury, property damage and financial damage.

In consideration for the opportunity to participate in the activity described above (the "Activity"), the Participant (or parent/guardian if Participant is a minor) acknowledges and accepts the risks of injury associated with participation in and transportation to and from the Activity. The Participant (or parent/guardian) accepts personal financial responsibility for any injury or other loss sustained during the Activity or during transportation to and from the activity, as well as for any medical treatment rendered to the Participant that is authorized by the Sponsor or its agents, employees, volunteers, or any other representatives (collectively referred to hereinafter as the "Activity Sponsor"). Further, the Participant (or parent/guardian) releases and promises to indemnify, defend, and hold harmless the Activity Sponsor for any injury arising directly or indirectly out of the described Activity or transportation to and from the Activity, whether such injury arises out of the negligence of the Activity Sponsor, the Participant, or otherwise.

If a dispute over this agreement or any claim for damages arises, the Participant (or parent/guardian) agrees to resolve the matter through a mutually acceptable alternative dispute resolution process. If the Participant (or parent/guardian) and the Activity Sponsor cannot agree upon such a process, the dispute will be submitted to a three-member arbitration panel for resolution pursuant to the rules of the American Arbitration Association.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Participant and/or ALL parent/guardians if participant is a minor)*

*This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by an attorney. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this sample form.*

# Notice of Injury

<b>Organization</b>	Name: _____ Address: _____
<b>Time and Place of Injury</b>	Date of Injury: _____ Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM Where did the injury occur? _____
<b>Person Injured</b>	Name: _____ Age: _____ Address: _____ Telephone: _____ Name of parents/guardians (if a minor): _____ Employer: _____ Injuries sustained: _____ Where was injured taken? (hospital/doctor): _____ Relationship to organization: <input type="checkbox"/> Member <input type="checkbox"/> Visitor <input type="checkbox"/> Volunteer <input type="checkbox"/> Employee <input type="checkbox"/> Student/Camper <input type="checkbox"/> Tenant/Resident <input type="checkbox"/> Other If injury occurred on insured's premises, for what purpose was the injured on the premises? _____ Who was responsible for supervision at the time of injury? _____ If injury occurred elsewhere, what connection did it have with the insured's operations or activities? _____ Does the injured party have personal medical insurance that could apply? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of medical insurance company: _____ _____
<b>Full Description of Incident</b>	_____ _____ _____ _____
<b>Witnesses</b>	Name: _____ Telephone: _____ Address: _____ Name: _____ Telephone: _____ Address: _____

Signature: \_\_\_\_\_ Date of report: \_\_\_\_\_

*This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by an attorney. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this sample form.*

M109 (05/13)

# Photography Release

By signing this form, you give us permission to use your name and image—that we have collected by means of digital or film photography, video, audio recording, or other documentation method—in any of our publications, in publicity or advertising, on our website, or in any other print, electronic, or digital medium.

I have read this photography release and acknowledge [Ministry Name]’s right to use these photographs.

Name of Person in the Photo (Please Print): \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if the above named person is under 18)

Parent’s Name (Please Print): \_\_\_\_\_

*This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by an attorney. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this sample form.*

M151 (02/07)

# SECTION 5

## CHECKLISTS



In addition to the sample forms, we've also included some checklists that your youth ministry may find helpful. They're designed to help you take first steps toward improved risk management for your volunteers and the young people you serve. Here's how to use them:

- If you answer "yes" to all of the questions on a checklist, then your ministry is already following some generally accepted best practices. It's a good idea to review these policies on a regular basis (at least once a year) to make sure you're still up to speed.
- If you answer "no" to some questions on a checklist, you can note issues that need attention and create a follow-up plan for improvement.

Feel free to photocopy these checklists so you can use them on a regular basis. You may want to create a binder that you can file the completed checklists in, along with relevant notes, estimates, receipts, and other paperwork related to your youth activities.

# Background Screening

	Yes	Needs Attention
1. Do we conduct background screens on all volunteers and employees, including clergy?	<input type="checkbox"/>	<input type="checkbox"/>
2. If not, do we screen all employees and volunteers who work with children, handle money, or drive church vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does our background screen include a written application, investigation into prior church membership and volunteer work, reference checks, a personal interview, and a criminal records check?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do our criminal records checks include the four basics: a nationwide criminal records database search, an address history, Social Security number verification, and county court records searches in counties where the applicant has lived?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do we ask volunteers to wait until they are associated with our ministry for at least six months before allowing them involvement with children of any age?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do we require all prospective employees to sign a liability release that grants consent for us to contact former employers and to conduct a criminal records check?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do we mark all job application documents "confidential," store them in a locked file, and keep them for at least three years if the person is not hired?	<input type="checkbox"/>	<input type="checkbox"/>
8. After confidential files have been retained for the proper amount of time, do we dispose of them by shredding?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do we permanently retain—in a locked, confidential file—all employment documents pertaining to job applicants who are hired?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do we store the confidential application files of volunteers as securely as we do those of paid workers?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do we maintain permanently—in a locked, confidential file—all documents pertaining to volunteers who work with children or youth?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

*This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by an attorney. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this sample form.*

# Supervising Activities

	Yes	Needs Attention
1. Do you conduct comprehensive background checks for all your employees and volunteers?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you require that all your event volunteers and supervisors attend your church for at least six months prior to allowing them to serve in a leadership capacity?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you look for supervisors who demonstrate maturity and good judgment?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you avoid putting teenagers in leadership/supervisory roles?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you always have at least two adults as primary supervisors at any one activity, and in each classroom, vehicle, or other enclosed area?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you try to enlist supervisors who have special training like CPR, first aid, or special skills that pertain to the activity?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you appoint supervisors who have the ability to maintain control of the group?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you appoint more than two adult supervisors for events that involve a greater degree of risk, or involve younger children?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you ask parents/guardians to fill out activity participation agreements and note any known medical conditions or allergies prior to allowing children to participate in any activity?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you meet with your supervisors prior to the event to evaluate risks, establish discipline procedures, and plan for emergency situations?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do your supervisors understand proper discipline procedures?	<input type="checkbox"/>	<input type="checkbox"/>
12. Do your supervisors explain all rules and expectations before activities begin?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

*This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by an attorney. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this sample form.*

# Supervision and Discipline

	Yes	Needs Attention
1. For each of your youth programs and activities, do you have a minimum of two adults present with any given group at all times?	<input type="checkbox"/>	<input type="checkbox"/>
2. For each of your youth programs and activities, do you have a ratio of one adult chaperone for every eight young people?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do your youth activity leaders and chaperones give participants clear guidelines to follow so that young people have a good understanding of what's expected of them at all times?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have your chaperones been instructed to deliver discipline in an appropriate manner?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have your chaperones been instructed to avoid the use of accusation, criticism, blame, shame, sarcasm, and other forms of negative discipline?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have your chaperones been instructed to avoid any use of physical punishment?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are your youth leaders and volunteers given access to training that can help them develop their behavior management skills?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

*This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by an attorney. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this sample form.*

# Youth Activities

	Yes	Needs Attention
1. Do you enlist the services of an experienced vendor who specializes in sponsoring and supervising high-risk activities when needed?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do your youth leaders require that parents or guardians sign an Activity Participation Agreement prior to allowing young people to participate in certain high-risk activities, releasing your ministry from liability?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you recruit an adequate number of experienced event supervisors for youth activities, keeping in mind that more supervisors may be needed for higher-risk activities?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you document whether youth activity participants are covered by family medical or health insurance?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you invest in a charter bus service when it is necessary to transport large numbers of youth long distances and to and from activities?	<input type="checkbox"/>	<input type="checkbox"/>
6. When it is necessary to use ministry-owned or borrowed vehicles to transport youth, do you take extra measures to ensure that they are in excellent mechanical condition and that they are operated by experienced, responsible drivers?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have experienced, certified lifeguards on duty at any youth event involving swimming?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do your youth leaders fill out a Notice of Injury form any time a young person gets hurt while participating in a youth activity, no matter how minor the injury may seem?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do your youth leaders know (and regularly practice) emergency response procedures, so that they are able to respond quickly to an actual emergency?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do your youth leaders have ready access to first-aid supplies and have up-to-date first-aid training?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

*This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by an attorney. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this sample form.*

# Driver Screening Checklist

	Yes	Needs Attention
1. Does each driver hold a valid state driver’s license?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does each person who drives a bus or large van (16+ people) hold a valid commercial driver’s license?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you avoid using drivers under age 21?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you obtain candidates’ driving records?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you avoid using drivers who have reckless driving citations or multiple moving violations?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you train drivers on backing up, loading/unloading passengers, breakdowns, evacuation, passenger behavior, refueling, and conducting safety checks?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have written proof that drivers have received behind-the-wheel training and practice handling large vans or buses?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you have at least one primary qualified driver for each vehicle your ministry owns?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you keep a list of all approved, trained drivers?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you avoid putting people who are not on your drivers’ list behind the wheel?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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