

# **TRIP LEADER CHECKLIST**

## **for**

# **OVERNIGHT TRIPS**

- I have read and understand the Archdiocese of Mobile's Youth Travel/Activities Policy.
- If this is a trip that involves foreign travel, the Vicar General of the Archdiocese of Mobile or the Superintendent of Catholic Schools has given approval for the trip.
- I will take a copy of the Archdiocese of Mobile's Youth Travel/Activities Policy with me on the trip.
- All of my chaperones have had Children and Adolescents Protection Program training and background checks.
- All of my chaperones have completed the Adult Liability Waiver, found in the Archdiocese of Mobile's Youth Travel/Activities Policy.
- I have copies of permission and medical consent forms for all youth participants with me. The forms can be found in the Archdiocese of Mobile's Youth Travel/Activities Policy.
- I have provided each chaperone with a copy of the trip itinerary, chaperone guidelines, list of participants and a trip information form.
- If parent/chaperone drivers are used, they have completed the Driver Information form found in the Archdiocese of Mobile's Youth Travel/Activities Policy.
- I have met with the trip chaperones and have explained to them their duties as chaperones, the purpose of the trip and have gone over the itinerary.
- I have given parents a copy of the itinerary and a copy of the trip information.
- I have met with youth participants and have discussed behavior expectations, clothing, travel information and other pertinent information.
- I have given my Pastor/Principal a copy of this checklist, list of participants and a copy of the itinerary.