

### Checklist for Event Organizers

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

Has Emergency Plan been developed? Yes No

Insert the name of each participating adult in the next row.

Names of Adults					
Is this person age 21 or older?					
Date of Background Check *					
Date of BASE Training *					
Signed Code of Conduct on file with parish					
Have driving restrictions been imposed by the Diocese?					
Has <i>Driver Information Form</i> been completed?					
Received appropriate Diocesan Personnel Policies Handbook?					
Signed <i>Acknowledgment of Receipt</i> form on file at parish?					
Signed <i>Morals &amp; Ethics Assurance Statement</i> on file at parish?					
Received copy of <i>Diocesan Guidelines for Chaperones</i> ?					
Received copy of instructions & details for this specific event?					
Received Emergency Plan instructions?					

**\* Background check and BASE training must be less than 5 years old and documented with the Diocese of Superior Safe Environment Office.**