

GENERAL PROGRAM IMPLEMENTATION STEPS

Getting Started

1. Due to the nature of the participants, all the activities provided by the Child or Youth Ministry are considered **High Security**.
 - a. Screen **all** your volunteers following the high security screening protocols found on; Section Two – page 37 - part 2.
2. **PRIOR to any activity or program, ensure all volunteers have completed or obtained the following documentation:**
 - a. **Adult Volunteer Information Form**—Section Three—Page 1 - 3 or Section Three—Page 4 and 5 if the **Youth Volunteer Information Form** is required.
 - b. The interview process
 - c. Two references
 - d. A criminal reference check (if the volunteer is under 18 this is not applicable)
3. Orientation and training are important steps in the process. The nature of the activity and age of the volunteer may determine the length and the type of orientation necessary.
4. Participant follow – up at the end of the activity is required.

Now You Have the Volunteers—Then What?

1. Either plan the event with the volunteers or provide the necessary training so that all volunteers can participate fully.
2. Design a registration form for the participants. A sample form is attached.
 - a. Have the parents/guardians complete the registration form.
 - b. An outline of the activity, location of the activity and time and date of the activity, plus other important details should always accompany any registration form.
3. If the activity requires transportation—
 - a. Have participants’ parents or guardians complete the **Volunteer Youth Participant Liability Waiver**—Found in Section Three, page 22.
 - b. Have volunteer drivers complete the High Security Screening (if they are not volunteering for the total activity) and **Volunteer Driver Form and Volunteer Driver Liability Waiver** found in Section Three, pages 19 and 20.
4. Collect all forms and ensure all forms are signed by the parents/guardians.
5. Make copies of the forms if necessary and file in a manner that allows for easy access by leaders.
6. Create an “IN” and “OUT” signing sheet. See attached.
7. Make copies of “incident reporting forms” available. See attached.
8. Go and have fun!!

**NOTE: File all original signed forms in a secure location in the parish office.
Keep these files for 99 years.**

Section Seven
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