



DIOCESE OF MONTEREY
REQUEST FOR APPROVAL: PARISH OVERNIGHT STAYS

This form must be submitted **no later than two weeks prior to the event**. For parishes, submit to either the Diocesan Director of Youth and Young Adult Ministry or to the Diocesan Director of Catechetical Ministries. For all other categories, please send this form to the Diocesan Legal Department.

As you prepare this request, please

- Review Best Practices for Safe Operations and applicable policies of the Diocese of Monterey
- Ensure that Diocesan Medical Waiver Forms, Photo Release forms, Conduct forms are processed for students and adults prior to leaving for the event- *These are kept for the parish use*
- In your pre-event training, emphasize best behavior and conduct at all times and remind students and adults that they are representing the parish

Name of sponsoring parish _____

Name of Coordinator of the event _____

Coordinator phone # _____ Email _____

Speaker/Leader _____

Please, make sure that for any speakers from outside the Diocese of Monterey, you have submitted a **Speakers Form, and they are cleared through the Chancellor's office.*

Type of Event _____

Purpose of the event _____

Dates _____ Location _____

Location phone # _____ Address _____

If a contract is involved regarding this location, was it approved by the Diocesan Legal Counsel? _____

Describe the type of sleeping accommodations to be used (number and gender of minors per room; where chaperones sleep; etc.) _____

Will there be any other groups using the facility at the same time? _____

What type of transportation will be used? _____

Please be sure to have **Driver Information Form, on file, for each driver.- All drivers must complete the **Catholic Mutual Group Safety Education Program***

What are the ages of the minors involved? _____

The ratio for chaperones to minors is 2:12. For coed activities there must be a minimum of two female and two male chaperones.

Are all adults cleared through the Diocese of Monterey, according to the *Safe Environment Program*? ____

Please describe the pre-event training for the team (i.e., what was covered, how long was the training)

Please describe the pre-event preparation/catechesis for the participants (i.e., purpose, rules, and expectations) _____

What are your contingency plans for an emergency and for someone who does not follow the rules

The following must be attached to this request:

List of all adults attending over the age of 18 (indicate whether they are on staff or a participant)

Speaker form that has been approved by the Chancellor's office

Copy of location contract, if applicable

Copy of Certificate of Insurance

Approved by:

Pastor

Date

Diocesan Director of Youth Ministry or Director of Catechetical Ministries

Date

This information is provided as a guideline, to help Parishes, Schools and Ministries provide a safe environment. It should be used in conjunction with good judgment and is not a guarantee of anyone's personal safety.