

## ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

### APPENDIX 11A- EXTRAORDINARY ACTIVITIES PROCEDURES FOR RESPONSIBLE MINISTRY COMPLIANCE

- Any special or one-time activity such as off-site activities, overnight events and transportation of youth.
- Forms required: Appendix 11B – 11E, 12.
- See side 2 of Appendix 11D to help determine the level of risk of the planned activity.

#### **Before you proceed:**

- Read Section 2.04 of the Responsible Ministry Protocol which will explain the requirements for hosting a high risk extraordinary activity.
- Obtain permission from your parish priest to proceed. He will need to know and approve any costs associated with the activity (examples: vehicle rental, fuel, and participant fee).
- If this is being done on behalf of a multi-parish group, you will need permission from all the priests, as well as their authorization that the parishes will pay the costs.

#### **Well in advance:**

- Complete the *Extraordinary Activity Authorization Form* (Appendix 11B)
- Complete the *Extraordinary Activity Plan* (Appendix 11C)
- Complete a master copy of the *Extraordinary Activity Parent / Guardian Consent Form* (Appendix 11D). (A copy of this will be given to parents in a later step)
- Submit these three forms for approval to the Director of Responsible Ministry at the Diocesan office.
- The assessor will complete the *Extraordinary Activity Approval of Assessor* (Appendix 11E) and return it to the parish once the activity has been approved.

#### **After Diocesan authorization is received:**

- Parents must complete the *Extraordinary Activity Parent / Guardian Consent Form* (Appendix 11D) copy that you provide.
- Only if not already on file: *Registration Form* (Appendix 9) & *Health Information Form* (Appendix 10A). Note: Registration Form (Appendix 9) must be forwarded to the Diocese immediately as usual. Health Information is retained and destroyed at the end of the season.
- Complete any special registration forms required for this particular Extraordinary Event and submit them with any fee as directed.

#### **Must also complete:**

- *Trips & Off-Site Travel Form* (Appendix 12).

#### **While travelling & during activity:**

- Must carry copies of all paperwork, including the Health Information (Appendix 10).
- At least one other non-related screened person must be present.

#### **After the activity is completed:**

- Make a copy of all paperwork in case of loss in mail & for your records.
- All original forms above (Appendix 11B – 11E, 12) are to be sent to the Diocese.
- There will be one Appendix 11D for each participating youth.