



ADULT CHAPERONE FORM 2018

(To be completed by those 21 years of age and older)

424 N. Broadway St. Wichita, KS 67202 | 316-269-3940

Email: OFF@CatholicDioceseofWichita.org

Safe Environment Requirements	YES	NO
I have attended the Diocese of Wichita VIRTUS training session (where) _____ and (when) _____		
I have read and signed the "Policy on Suspected Abuse of Children" for the Catholic Diocese of Wichita and other paper work required for the Diocesan Safe Environment Policy.		

My paperwork is on file at the following parish/institution: _____

Volunteer Driver Information Sheet

Name of Driver: _____ Date of Birth _____

Address: _____ City/State/Zip _____ Phone _____

Driver's License #: _____ Expiration date: _____ State where issued: _____

Vehicle: _____
Year Make Model

License Plate # _____ Registration Expiration date: _____ State where issued: _____

Owner's Name: _____

Address of owner: _____ City _____ ST _____ Zip _____

Automobile Insurance Company: _____

Policy #: _____ Expiration Date: _____

Agent: _____ Agent's phone: _____

Please be aware that in case of an accident, the insurance on this vehicle will be the primary coverage.
 Thanks for your help with our transportation needs!

Liability Release and Code of Conduct

The information provided in this form is correct to the best of my knowledge. I understand that in signing this document, I authorize verification of this information through communication with any person or organization named herein. I release from liability any person or organization which provides such information, as well as the Diocese of Wichita, its Catholic schools and its parishes.

Should I be accepted for service, I agree to maintain personal propriety in my conduct with young people and to conduct myself so as not to cause discomfort or give scandal to those whom I serve and with whom I work. I understand that failure to do so will serve as sufficient grounds for immediate dismissal from service.

Signature _____ Date _____

Print name of chaperone: _____

See reserve side for Chaperone roles and responsibilities

ADULT CHAPERONE ROLES AND RESPONSIBILITIES



Thank you for serving as a chaperone for Prayer & Action. This program would not be possible without your support and presence.

To assist you in your role as a chaperone, please take note of the following areas of responsibility:

BEFORE AND AFTER THE EVENT

1. Provide transportation for participants to the host parish site.
2. Provide transportation for participants back to the home parish.
3. Make sure that parents have at least one good contact number for you—because the participants will NOT have access to their phones during the week.
4. Ensure that all participants have been picked up by their parents before you leave parish grounds.
5. Make sure that all participants have link to video “slide show” of the week.

AT THE HOST PARISH SITE

6. Assist the Team Leader in dividing young people into work crews. Crews are comprised of young people from different parishes.
7. Collect all of the cell phones of participants before bedtime on Sunday night.
8. Ensure that the young people are observing the agreed upon curfew times.
9. Wake up participants in your sleeping room and ensure that they make it to the morning activities.
10. Ensure that participants on your crew are fulfilling their meal/cleaning duties.
11. Check to make sure that all participants on your work crew have their water bottles and personal bags for showers.
12. Monitor and maintain discipline of participants during all events at the parish, including free time.

ON THE WORK SITE

13. For job-site related questions, please consult the P&A team members.
14. Make sure that participants remain hydrated.
15. Ensure that participants are following all of the safety protocols and instructions for the particular job at hand.
16. Help participants find a balance between breaks (especially in the heat of the day) and industry while at the work site. (We don't want participants slacking off too much.)
17. Make sure that participants are entering the house to visit and/or use the bathroom two-by-two.
18. Take a lot of pictures/videos of your crew at the work site—especially before and after pictures of the project you are working on.
19. Be prepared to give an update on the progress of your crew's project during the adult chaperone meeting each day.
20. Always keep your sense of humor—God is in charge!