



DIOCESE OF PATERSON: TRAVEL WITH MINORS CHECK LIST

Approval & Review Process:

1. Has the Pastor/Principal reviewed and approved the travel arrangements? Yes/ No
2. If an overnight stay is involved, has a Travel Review Form been submitted to the appropriate Diocesan Center Office and Risk Manager? Yes/ No
3. Have Waiver, Release of Liability/Hold Harmless & Health Information/ Consent to treat forms been completed? Yes No

Contracts: Travel Arrangements:

1. Have contracts/agreements been reviewed and signed by an authorized individual? Yes/ No
2. Does the contract/agreement contain our Hold Harmless/Indemnification language? Yes/ No
3. If transportation is provided by a bus company or other livery, has the service provider met our insurance coverage requirements and provided a copy of their Certificate of Insurance? Yes/ No

Safety and Supervision of Minors:

1. Are chaperons at least 21 years of age? Yes/ No
2. Has the Pastor/Principal determine that the ratio of chaperons to minors to be appropriate? Yes/ No
3. Are the chaperons known to the Pastor/Principal? Yes/ No
4. Have the chaperons completed Protecting God's Children? Yes/ No
5. Have Codes of Conduct been signed? Yes/ No