

**First Unitarian Universalist Church of Nashville**  
**Policy and Procedures**

	Section:	Adopted: Revised:
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**RE and Youth Group Field Trip Permission and Medical Release Policy**

**I. Authority for Execution of Policy**

The Director of Religious Education is responsible for overseeing the Field Trip Permission and Medical Release Program.

**II. Responsibilities**

The adults leading field trips shall ensure that each participant has a completed medical release form which covers all field trips and other church activities as well as a permission form for each particular field trip. Any student who does not have both forms signed by a parent/guardian will not be allowed to participate in the field trip.

In the event the youth is over the age of 18 years, the participant must sign his/her own medical release form and permission slips.

The Director of RE will maintain a master list of names of RE students and Youth Group participants who have completed forms on file and a central repository of forms.

**III. Procedure**

A new permission form must be completed by the parent/guardian of the participant for each field trip attended. See "Sample A - Field trip permission form" attached.

The medical release forms, and copies thereof, will be filed in the church office and updated as necessary. At a minimum, the forms and the master list will be reviewed annually before the start of the academic year. See "Sample B - Emergency Contact and Medical Information form" attached.

Originals of each form will travel with the RE teachers or adult leaders of the group on each field trip, and will be returned to the church office at the earliest opportunity upon return.

Prior to a field trip, the adult leader will give the DRE, or her/his designate, a list of the participants. The DRE will place a sufficient number of completed permission forms and the medical release forms of the specified participants in an enclosed file to protect and contain the documents (a Redweld, for example). The file will be available to the group leader to pick up prior to the trip.

When newly completed medical release forms are first received from parents/guardians, the names of the students will be appended to the master list. The forms will be copied. The copies will be marked "COPY" at the top and highlighted. The form and the copy will be filed together in the central repository. Any copy without an original will signal that a field trip is in progress or that a new original must be obtained.