

RC Activities, Inc.

Affiliation Guidebook

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This Guidebook is not meant to, and cannot, cover every conceivable situation that may arise during the course of activities. The manual is intended for use as a guideline to assist in furthering the goals and objectives of the RC Activities affiliated program in a safe, efficient and effective manner. Program directors are to consider the spirit of the manual and instructions they have been given as well as the mission of the program and draw upon their education, training, experience and best judgment under circumstances when information in this manual, coupled with information otherwise transmitted by RC Activities, does not direct a course of conduct.

- **Send correspondence to:**

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INTRODUCTION

Purpose of the Guidebook

This guidebook presents an overview of the standard affiliation practices, criteria, policy and procedures for all RC Activities, Inc. ("RC Activities") affiliated programs ("program"). For purposes of this guidebook, the term "program" refer to any Conquest program, Challenge program, or LTP program, and the term "affiliation" is limited to those areas of business support operations including volunteer processing, member processing, insurance, financial management, information management, contract processing and donation processing. These areas support the formative functions and purpose of the program.

This guidebook is intended as a reference book for program administrators of RC Activities affiliated program. It is not intended to be a user is manual as to "how" to implement the policies and procedures, but is rather a general guideline as to "what" the policies and procedures are, and a reference as to where to find the detailed procedure guides. This guidebook is for use within RC Activities affiliated programs only and no pages or sections may be copied without first obtaining written permission from RC Activities.

The guidebook presents an overview of the role of administration in an RC Activities affiliated program and outlines the administrative responsibilities of the program affiliation listed above.

Additional documentation to supplement this document can be accessed through the blue hyperlinks in this document.

RC Activities Business Administration

1.1 RC Activities, Inc.

RC Federation, Inc. is an independent Catholic not-for-profit corporation that was established in 2003 to facilitate the deployment and institutionalization of youth programs in the United States.

An affiliated RC Activities program is one that is officially registered with RC Activities, follows procedures set forth in this manual, and pays annual affiliation fees.

RC Federation, Inc. has the exclusive rights in North America to distribute its formation products, program, and services for RC Activities, Inc. The Youth formation program developed and currently distributed by RC Federation, Inc. is "Conquest, Challenge, Mission Youth, and LTP".

RC Activities, Inc., in partnership with RC Federation, Inc., provides affiliated programs with guidelines in the areas of business administration (finance, human resource management, accounting, corporate and legal, risk management, etc.) and in fundraising. RC Activities also facilitates other group services, in cooperation with another not-for-profit corporation, Consolidated Catholic Administrative Services, Inc. (CCAS).

1.2 RC Activities Affiliated Program

In order for a program to be considered an officially affiliated RC Activities program, the following requirements must be met:

1. **Supervision** by the Local ECYD Director which implies the following:
 - a. **Approval:** The Local ECYD Director must approve all program and all program-related activities, including regular meetings, retreats, camps, pilgrimages, etc.
 - b. **Monitoring:** The Local ECYD Director must monitor the program and program-related activities, including regular meetings, retreats, camps, pilgrimages, etc., to enforce the policies and procedures set forth by RC Activities in an effort to ensure quality implementation of program. This shall be accomplished through weekly communications and an established cycle of program visits with a minimum of 1 visit every six (6) weeks.
 - c. **Volunteers:** The Program Director must be familiar with all persons who will be volunteering their time for all program and program-related activities, including regular meetings, retreats, camps, pilgrimages, etc. In addition, the Program

Director will be responsible for enforcing the policy for background checks of volunteers, explained in a later section of this handbook.

2. **Implementation** of the formation program produced by RC Activities for the program, in a manner consistent with the intended use of the product.

3. **Compliance** with the policies and procedures expected of a RC Activities affiliated program, as explained in this and other formation handbooks.

Incompliance or failure to meet any one of these conditions on the part of a program can result in the revocation of RC Activities affiliation for that program, at the sole discretion of RC Activities.

RC Activities affiliated programs are entitled to the benefits listed below. Each RC Activities affiliated program will pay an annual affiliation fee, which entitles it to the following affiliation benefits:

1. Direction and guidance of Legionaries of Christ and/or Lay Consecrated Women of Regnum Christi where available.
2. Access to purchase program materials online, online resource centers, training, and program support.
3. Participant insurance after the submission of a participant census report.
4. Access to risk management and insurance resources.
5. Background check service for program volunteer screening.
6. 501(c)(3) public charity status.
7. RC Activities, Inc. bank account upon approval by the RC Local Director

All RC Activities affiliated programs in good standing are entitled to these benefits. For a program to remain in good standing, the following requirements must be met. Failure to meet these requirements can and will result in disaffiliation.

1. All volunteers must be registered through RC Activities' online volunteer registration system, submit to a background check, and complete local diocesan safe environment training as noted in this document in the section titled *Volunteer Processing*. These items must be completed BEFORE the volunteer starts working with program members.
2. All participants must be insured and listed on the [Active Participant Census Report](#) which is emailed to customerservice@rcaactivities.com, along with Permission to Participate forms completed and maintained on-file at the program office through the end of the program year, at which time they can be mailed to the RC Activities national office for long-term retention.

1.3 Business Administration in RC Activities Affiliated Program

The mission of a RC Activities affiliated program is the formation of Catholic youth. To aid Program Leaders in the achievement of this mission, RC Activities offers a method of youth formation that addresses some important aspects of program development and operation. Because underlying administrative practices and procedures are essential to the successful operation and stability of a program, RC Activities provides the following affiliation products and services in the following areas:

- ◆ **Volunteer Processing** (Online registration, Safe Environment Policy, Code of Conduct, Company Background Check Policy, Volunteer Agreement, FCRA, and background check through *Sterling Volunteers*)
- ◆ **Member Processing** (Permission to participate, release and waivers)
- ◆ **Insurance** (low cost insurance for regular program and overnight activities)
- ◆ **Financial Management** (bank accounts)
- ◆ **Contract Processing** (Assist local program with the processing of legal agreements on behalf of RC Activities)
- ◆ **Donation Processing** (501(c)(3) public charity status, donation acknowledgements)

Many of these administrative areas are common to most non-profit organizations that primarily deal with youth. As such, many of the policies and procedures used in an RC Activities affiliated program are common and include best practices found in the marketplace. There are three principles that primarily guide and direct the definition and implementation of administrative practices within an RC Activities affiliated program:

1. **Financial Stability** - All RC Activities affiliated programs strive to be financially self-sufficient, to ensure that their mission can be successful over the long-term.
2. **Effectiveness** – Recognizing the urgency of the mission to form as many solid Catholic youth leaders as possible to the best of its ability, an RC Activities affiliated program must be effective in its development and operation. Effectiveness means working smart; it does not mean efficiency at the cost of quality, nor does it seek quality without efficiency. It seeks, rather, to achieve a lasting impact within society and a sustained presence in its community for generations to come.

Two practical components of effectiveness are a programmed effort and teamwork.

- a. **A Programmed Effort** - The program should use an annual budget to guide its efforts and should work with the program's Local ECYD Director to ensure that its limited resources are efficiently allocated.

- b. **Teamwork** – Teamwork is the key to the success of the program, both within program structures, and between the different affiliated programs.
3. **Fidelity to the Charism** - Key to the long-term success of this youth program will be the fidelity to the formative charism of the Catholic Church. This charism is communicated and imprinted in a number of ways, including defining specific principles, criteria, standards, policies and procedures for the development, operation and administration of an RC Activities affiliated program.

1.4 Program Structure

The structure of an RC Activities affiliated program includes the following:

- ◆ **The Local ECYD Director:** His/her primary responsibility is to direct the Program of Formation and Apostolate. The Local ECYD Director is immediately responsible for the development of all programs, working with the Program Leader to ensure that the administrative requirements of the programs are being met. The Local ECYD Director is the primary contact person with RC Activities for programs. He/she meets with each Program Leader and Team Leader Trainer once every six weeks to coordinate the promotion of section and national activities. ***Please note: If you do not know who your Local ECYD Director is, please contact the National Office for assistance.***
- ◆ **Program Leader:** a qualified adult that has overall charge of the program and activities. The Program Leader ensures the full implementation of RC Activities Formation programs, principally through the help of the Directive Staff. This includes assuring that the formative goals of the program are fulfilled, as well as seeing that each team carry out a meaningful and challenging apostolate appropriate to their stage of formation.
- ◆ **Team Leader Trainer:** the adult designated by the Program Director as being responsible for the leadership of the Group. The responsibilities of the Team Leader Trainer include motivating and organizing the Adult Mentors and Team Leaders, overseeing the practical implementation of the Program, and planning the logistics of the meetings.
- ◆ **Team Leaders:** program members given leadership responsibilities for a team of younger members in the program. Team Leaders are people who have demonstrated leadership ability in the program. They accept responsibility to direct their teams, assisting the adult Mentors in mentoring and guiding the group activities.
- ◆ **Member:** programs are only successful through the active participation of its members. Effective character formation is not just the result of select adult leadership; all the members must come to accept and embrace the program formation as their own.

1.5 Requirements for Program Meetings and Activities

All program leaders and volunteers should read the **Safe Environment Policy** and all other documents found on the [Volunteer Certification website](#) prior to the beginning of the club year, camp, or program activity.

In order to conduct a successful program meeting or activity, the following requirements must always be met:

- ◆ Presence of at least one regular adult supervisor, who has been registered through the online [volunteer certification registration system](#), has passed a background check, and has received an *RC Activities Volunteer Certificate* in accordance with the indications given in the Volunteer Processing section of this guidebook. This adult could be the adult mentor, Team Leader Trainer, Program Leader, The Local ECYD Director of Youth, or Consecrated Woman. Click [HERE](#) to download Volunteer Process instructions which you can email to potential volunteers to assist them in the process.
- ◆ Presence of at least one other “Adult Mentor” who has also has been registered through the online volunteer registration system, has passed a background check, and has received an RC Activities Volunteer Certificate. The role of Adult Mentors is to oversee, chaperone, uphold safety standards, and give discreet guidance for the life and activity of the team. The Adult Mentors are “active observers” and serve as role models for the members. They provide the structure (logistics, discipline, oversight) and assure the proper environment so that the Youth/Team Leader can take ownership and effectively lead the team.

IMPORTANT NOTE: It is an RC Activities principle always to have a minimum of 2 adults, 18 years of age or older, present for every program activity, including team meetings, apostolic tasks, travel, sleeping arrangements for overnight activities, hiking, walking to a given location, waiting for parents to arrive, etc.

Every team must have at least two Adult Mentors. The Primary Adult Mentor coordinates the others. The Secondary Adult Mentor acts in her place when needed. There can be 3 or 4 others or more – usually parents of the members – so they can alternate meetings during a month, etc.

For more detailed information, please review the *Safety/ Liability and Organizational Guidelines for Youth Programs* (B.1) provided through RC Activities by Consolidated Catholic Administrative Services, Inc.’s Risk Management office.

1.6 Administrative Responsibility in an RC Activities Affiliated Program

Administration in an RC Activities affiliated program is the ultimate responsibility of the Program Leader. The Program Leader is the one who must oversee all aspects of the program, both formative and administrative. As a program increases in size and complexity of operations, other roles such as economy coordinator may be introduced to the organization structure of the program to aid the Program Leader in fulfillment of her responsibilities.

Volunteer Processing

The greatest asset of a youth program, aside from its young people themselves, are the men and women who dedicate their time and resources to assist in activities and formation. This chapter outlines the policies regarding volunteers that work with an RC Activities affiliated program. These policies strive to ensure the highest quality and reliability of personnel by means of responsible leadership, thus reducing the liability to RC Activities, the corporation they represent.

PROTECTING OUR CHILDREN

Protecting our children is very important to us. Therefore, each adult volunteer (18 and older) is required to submit to a background check every three years. It is also mandatory that each volunteer participate in the local Diocese "Protecting God's Children" program and read all documents on the Volunteer Certification Website (Safe Environment Policy, Code of Conduct, Volunteer Agreement, Company Background Check Policy, and FCRA). Typically, this training is provided by The National Catholic Risk Retention Group, Inc. under the VIRTUS Online signature name. Volunteers should contact their parish and/or diocesan office of safe environment for details regarding availability for this training.

1.7 Volunteers

Volunteer Process

The following steps must be completed before a volunteer can begin their role within an RC Activities affiliated program after approval of volunteer by the Program Leader. Click [HERE](#) to download Volunteer Process instructions which you can email to potential volunteers to assist them in the process.

VOLUNTEER CERTIFICATION PROCESS STEPS *(USA residents only)*

1. Complete online registration at <https://rcaactivities.com/volunteers>.
2. Read and agree to all documents on the Volunteer Certification website
3. Complete a background check through **Sterling Volunteers**.

5. Complete **Safe Environment Training** through your local diocese. It is the volunteer's responsibility to check with the local diocese for compliance regulations.
6. Upon review and approval of all documentation and background review, certified volunteers will receive a Volunteer Certificate from RC Activities. This certificate must be presented to the program director prior to beginning their volunteer position in the program.

IMPORTANT NOTE: All volunteers must complete all of the above steps **PRIOR** to beginning their work with the program. Online registration, a background check, volunteer documentation, and Volunteer Certificates are **required to be renewed every three years.**

Definition of a Volunteer

A volunteer is defined as an adult (18 years of age and over) who provides services of an ongoing nature to the program or participates as an adult leader working with the youth at a retreat or summer camp. Positions that a volunteer can fill: Program Leader, Coordinator, Adult Mentor, Team Mom, and retreat helper.

Volunteer Selection

A qualified and capable group of volunteers is needed in order for the program to achieve its goal of excellence in the formation of its members. The Program Leader must be familiar with all who will be volunteering their time for all program and program-related activities, including retreats, camps, pilgrimages, etc. In this way, he/she will ensure that the adults who work with the RC Activities affiliated programs are individuals qualified for youth work, of good moral reputation, willing to implement the RC Activities formation program in the manner stipulated, and in accordance with the RC Activities mission and standards for youth formation.

Background Checks

RC Activities is committed to protecting the children and youth it serves, and providing an environment suitable for their religious, moral, and human development.

In order to fulfill this commitment, RC Activities requires that any volunteer within the organizational structure of an affiliated program who will have regular contact with children and youth as part of their ministry, undergo a reasonably thorough background check and complete all requirements detailed in the RC Activities volunteer process. (See Section 1.7)

IMPORTANT NOTE: Volunteers who have not been cleared through a background check and completed all steps in the volunteer process **may not participate** in program activities.

For a complete explanation of the policies, procedures, and requirements regarding background checks, see section 1.8.

Volunteer Agreement

The RC Activities Volunteer Agreement, which is reviewed and acknowledged during online registration, includes, but is not limited to, the following areas: qualifications, position, benefits, insurance, binding arbitration, confidentiality, conflict of interest, non-disparagement, governing law, severability, and complete agreement. In addition, by accepting the agreement online, the volunteer acknowledges receipt of the Safe Environment Policy, Code of Conduct, Company Policy Concerning Background Checks, and the FCRA.

Safe Environment Policy

RC Activities provides its affiliated program with the RC Activities Safe Environment Policy that defines the work rules associated with the program (see Appendix A.2). This manual outlines the most important policies concerning volunteers, including the following:

- ◆ Policy on Sexual Misconduct
- ◆ Harassment and Offensive Conduct
- ◆ Procedures for Reporting Harassment and Offensive Conduct Claims
- ◆ Adult / Child / Impaired Person Relationships
- ◆ Communications Concerning the Company
- ◆ Loss Prevention
- ◆ Confidentiality

The Safe Environment Policy must be reviewed by each volunteer prior to completing the online volunteer registration and can be downloaded from the volunteer registration page in the online system. By accepting the volunteer agreement online and/or signing a hardcopy version of the agreement, the volunteer acknowledges receipt and review of the Safe Environment Policy.

Each time the Safe Environment Policy is updated, the RC Activities national office will notify the Program Leaders about the updates or new sections of the manual.

It is essential that the Program Leader understand every aspect of the Safe Environment Policy and Code of Conduct, as it is his / her responsibility to ensure that it is fully implemented in the program under her direction, and is clearly explained to the leadership and other volunteers.

Volunteer Formation

Volunteers that begin working in the program, in addition to the policies and procedures manual, also receive training as outlined in the RC Activities Training Program manuals. Regular contact by the Program Leader ensures that the volunteer, in accordance with this manual and all RC Activities policies, is applying initial training and guidelines correctly.

1.8 Background Checks

Providing of Background Checks

RC Activities uses the services of an outside company, ***Sterling Volunteers***, to conduct the required background checks for volunteers working in RC Activities affiliated programs.

A valid background check for a volunteer or employee in an RC Activities affiliated program must review the following information resources:

- ◆ Verification of Social Security Number
- ◆ National Criminal File Search
- ◆ State Sexual Offender Search

Documentation of the Volunteer

All potential volunteer must complete online registration, complete and acknowledge online that the Safe Environment Policy, Code of Conduct, Volunteer Agreement, Company Policy Concerning Background Checks, and Fair Credit Reporting Act (FCRA) have been reviewed, and must proceed to the ***Sterling Volunteers*** website to complete their background check application.

Federal Law requires that these volunteers be informed of their rights concerning this background check under the Fair Credit Reporting Act. Each volunteer should read carefully the appendix "Summary of Rights Under the Fair Credit Reporting Act" before proceeding any further. The volunteer should also review the "Company Policy Concerning Background Checks" prior to registering as a volunteer. These documents are available for download on the volunteer registration page within the online registration system. By accepting the volunteer agreement online and/or signing a hardcopy version of the agreement, the volunteer acknowledges receipt and review of these documents.

Each volunteer is required to pay a fee to ***Sterling Volunteers*** during the online registration process to complete their background check.

Once the volunteer has completed online registration and completes a background check through the service provider, ***Sterling Volunteers***, the service provider will communicate the results of the background check directly to the RC Activities national office.

The program National Director will approve or reject the volunteer based on the criteria mentioned below. The results will then be communicated to the RC Activities national office and to the Program Leader who will ensure that the decision of the National Director is correctly implemented in the case of each volunteer. Upon approval and completion of the volunteer process, each volunteer will receive a Volunteer Certificate. This certificate must be presented to the Program Leader prior to working with the program.

Assessment of Background Check

For any affiliated program, the program National Director, upon receiving the results of the check, must take one of the following actions:

- ◆ If the background check reveals any seriously negative information about the applicant that involves the sexual abuse of children or young people, this individual cannot be accepted.
- ◆ If the background check reveals any seriously negative information about the applicant that does not involve the sexual abuse of children or young people, the Board will consult with legal counsel. This ensures that any assessment or further action is consistent with Federal and State law.
- ◆ If the background check reveals any seriously negative information about the applicant that results in the Board's decision to reject an applicant for volunteer service, *Sterling Volunteers* will make this same information available to the applicant, consistent with the Fair Credit Reporting Act (FCRA).
- ◆ The information that the applicant provides to *Sterling Volunteers* explaining the negative information will be a part of any assessment that is made. The Board reserves the exclusive right to decide whether to accept or not accept a volunteer based on information provided.
- ◆ The information of each applicant will be used with care and discretion.

The volunteer will be notified as to the results of the background check upon completion and review of the Board. Upon approval and completion of the volunteer process, each volunteer will receive a Volunteer Certificate. This certificate should be presented to the Program Leader prior to working with the program.

1.9 Program Personnel Files

A RC Activities affiliated program must keep files on all volunteers or employees involved with the program. Volunteer files should minimally include a copy of the volunteer's signed RC Activities [waiver](#) and current RC Activities, Inc. Volunteer Certificate.

Member Processing

1.10 Permission to Participate

Regular Program Activities

Prior to partaking in any program activities, all participants of an RC Activities affiliated program must submit to the Program Leader a signed permission to participate form that should be maintained on file for the duration of year.

As part of the local program membership, parents/legal guardians will be asked to accept the terms of the Program Participant Permission Form and Waiver for their child. This form provides permission to participate for all regular program and program-related activities conducted for the entire year and releases RC Activities from liability. The completed form must then be submitted to the program staff when the child attends the first meeting. By signing the hardcopy version of the form, the parents / legal guardians agree to waive liability.

IMPORTANT NOTE: Participation in program and program activities is contingent upon completion of the registration by the parents/legal guardians of the child.

Other Activities Requiring Permission to Participate and Waiver Forms

During the year, programs may conduct activities that will require separate permission to participate and waiver forms to be completed for each participant of the activity. These include overnight activities and those that fall outside the scope of normal program activities. In these cases, one of the two forms listed below must be completed for each participant depending on their age.

- ◆ [Activity Participant Permission Form \(Under 18\)](#)
- ◆ [Participant Waiver \(Over 18\)](#)

IMPORTANT NOTE: Participation in these activities is contingent on the receipt of these forms by the program staff.

Form Retention

In case of emergency, all permission to participate and waiver forms should be present and readily accessible during the activities for which they cover. At the end of the year, all completed forms can be sent to the RC Activities national office at the address listed below for long term retention or kept in the local program office.

RC Activities, Attn: Record Retention, 525 Tribble Gap Road – STE 1466, Cumming, GA 30028

Insurance

1.11 Objective

RC Activities, through CCAS, provides access to insurance resources for RC Activities affiliated programs. CCAS currently works with Old Republic Insurance Company to provide property and liability coverage throughout the United States, as well as risk management services.

1.12 Insurance Processing

Program and Program-Related Activities Insurance

The CCAS insurance program underwritten by Old Republic Insurance Company at a cost of \$20.00 per member per year for all Challenge and Conquest program participants covers RC Activities affiliated programs. This fee is collected and paid for by the Program Leader on a per member basis each year. The program leader is required to communicate the number of member that are in their program by submitting the completed [Active Participant Census Report](#) which is emailed to customerservice@rcactivities.com in the national office one month after the start of the program yet no later than October 15th, at which time the national office will invoice the program leader for the liability insurance fee. As subsequent members join after this date, a monthly update to membership totals should be communicated to the national office for invoicing.

Additional Accident Insurance

The insurance industry has identified overnight program activities as an area of increased liability, and so every overnight activity (retreat, pilgrimage, camp, etc.) must have additional accident insurance for such activities. The cost of this insurance is \$0.43 per participant 17 years of age and under per day, and the cost for participants 18 years of age and older (including all volunteers, Legionaries, Consecrated members of Regnum Christi, or employees) is \$0.49 per participant per day.

The process for obtaining this insurance contains the steps below:

1. An online [Event Application](#) for each activity must be completed online prior to the start of the activity. Click [HERE](#) to download the National Event Registration instructions to assist in the event management online registration process.
2. Once the application is submitted, you will be redirected to an administrative page with forms and instructions for processing.
3. For all overnight events, the Event Director will upload the Insurance Census report into their event application online for the activity the **NEXT BUSINESS DAY** following the conclusion of the activity. (Not required for one-day-only events.)

4. You will receive an email notification once the insurance company, Wentworth-DeAngelis, uploads the accident insurance invoice to your event application. Payment is required to the insurance company upon receipt of the invoice. The list of participants contained in the completed census report will be used to create the invoice for the event.

1.13 Transportation and Volunteer Drivers

Transportation to and from, or during events is perhaps the biggest liability exposure the organization faces. The organization must take the necessary steps and evaluate every single scenario, considering, first and foremost, the safety of the participants in a youth event.

The nature and variety of the organization's youth ministry calls for a thorough review of how transportation is provided. The organization understands that various situations will present themselves and no one option may accommodate the individual needs at each particular event. Yet, as each event transportation is reviewed, we must always choose the safest and least risky means possible, even if additional costs may be incurred.

Means of transportation

The best way to reduce the Organization's liability exposure in this area is to establish a "Meet you there" policy. Transportation to and from all activities is the responsibility of the parent/guardian. The organization MUST not in any way be involved in the management or arrangement of carpooling among parents/guardians. Ensure to plan well in advance, and let the parents organize it themselves. The event begins at the location and ends at the location, and the RC Activities, Inc. permission forms must state "No transportation provided".

If transportation to an event is necessary, professional transportation must be contracted. See section E.1 for complete contract process instructions when contracting with professional transportation companies.

The use of volunteer drivers is prohibited yet if you feel this is the only option, you must submit a request to customerservice@rcactivities.com for approval of volunteer drivers. If approved, specific volunteer driver process instructions will be communicated at that time.

Bus Boxes

When traveling with minors, it is always a good idea to be prepared for the unexpected. Here are some ideas of what to bring along, when taking minors on an outing; First-aid kit, roll of paper towels, handi-wipes, box of tissue, large trash bags, small can liner bags, hard candies for coughers

on overnight or long trip, large Ziplock bag with: pencils, pens, index cards, masking tape, rubber bands, 1 gal. jug of water, small Dixie cups, duct tape.

1.14 Insurance Coverage

Liability Insurance

The CCAS program currently includes the following Liability Coverage:

- ◆ General Liability
- ◆ Employment Practices Liability (including RC Activities certified volunteers)
- ◆ Excess Liability
- ◆ Sexual Misconduct Liability
- ◆ Directors & Officers Liability

With the assistance of Old Republic Insurance Company, CCAS has also implemented a comprehensive Risk Management program to help minimize potential losses. This program includes policies and procedures design, extensive training of employees, volunteers and supervisors, appraisal forms, and data updates. To assess the level of risk in any institution, CCAS works in conjunction with Old Republic Insurance Company to identify potential exposures and minimize them.

Additional Accident Insurance

RC Activities affiliated programs insured through CCAS have an Accident Insurance policy in place. However, RC Activities also requires that each program member show evidence of medical insurance. The Accident Insurance is designed to be used only in the event that the program member's primary insurance does not provide full coverage.

Workers' Compensation

The CCAS program includes coverage for state-mandated workers' compensation insurance to employees of RC Activities on-the-job injury to employees of each entity covered. Any injury that occurs as a result of employment must be reported immediately to the Centralized Services office at CCAS as well as to the Board of the program's corporation.

1.15 Safety and Liability Guidelines

Attendance

It is important to keep accurate records of attendance for regular youth programs in case there is ever a question whether a particular youth was on the premises for a certain activity. Since many youths are able to drive themselves to the facilities, or ride with someone else, such as other parents, there is always the possibility that they may leave home but not get to the activity.

In addition, a responsible adult supervisor should make a quick check of the parking lot and other accessible areas of the facility a few minutes after an activity has begun. Sometimes youth will come onto the facility premises but not come to the activity and be found wondering around with other participants. If youth are found, they should be invited to come to the activity and remind them of their responsibility.

The youth director should consider contacting parents of young people absent from an activity previously signed for. Not only does this turn up any discrepancy about attendance, it also serves as a reminder that youth are welcome and wanted at events.

Arrival and Dismissal

The youth director is responsible for young people from the moment they enter the facility premises until their departure. A clear policy stating the arrival and dismissal time for young people should be developed and communicated to young people and parents. Usually, fifteen minutes before a program meeting or activity and fifteen to thirty minutes after a program meeting or activity offer ample arrival and departure time.

Youth or groups of youth should never be left on the premises alone. The youth director or the adult responsible for the program is to remain with the youth until all youth have left the facility premises. Generally, two adults should be on the premises in case of emergencies and to avoid any appearance of misconduct.

Sometimes it is necessary for a young person to leave a program meeting or activity early. At such times it is appropriate to require a note or telephone call from the parent or guardian requesting early dismissal. No youth should be dismissed to the care of another adult without the express permission of the parent or legal guardian.

Medical Injuries and Emergencies

Every facility should have a stocked, easily accessible first aid kit.

An [Incident Report Form](#) is to be filed in accordance with site procedures in the event of an injury or an emergency. Do not admit any liability or negligence, or make any promises of payment or insurance coverage to the parties involved. Politely refer them to the facility

business manager/director with their questions. If the area where the incident occurred could cause injury to others, close it until it can be repaired.

Building and Grounds

The youth director should be aware of potential hazards regarding equipment, buildings and grounds. While this is primarily the responsibility of the facility maintenance staff, the constant vigilance of everyone using the facility plant for activities will help prevent all potential safety hazards. All adult leaders should know the location of the fire alarms and fire extinguishers and be familiar with all exit routes.

In the event that damage to property occurs, the youth director or adult in charge should complete the appropriate forms and file in accordance with the site procedures. Incident Report should be completed for on-site events/activities as well as off-site events/activities.

Off-Site Facilities

Any program activity which takes young people away from the facility premises is considered "off-site facility youth ministry." In providing a comprehensive youth ministry program to youth of the organization, young people are frequently involved in the following experiences and activities that occur off facility premises. These activities are important components of a total youth ministry program but have their own set of safety issues which must be given the proper attention. The following are a few examples:

1. Retreat/lock-ins (day, evening or overnight)
2. Special conferences or workshops out of town
3. Organization events
4. Service projects or field trips
5. Out of town trips to amusement parks, etc.
6. Recreational/sports activities
7. Camping trips or other outdoor activities

Permission/Medical Release Forms

You should have a signed permission/medical release from for every youth and adult participating in an off-site activity. The form should provide parents with the important details about the trip as well as providing you with important information.

If you utilize the release and liability waiver in a blanket fashion (for an entire year to include all activities within the specific year time period) you still must get written permission from parents for each specific event. The easiest way to do this is when you send out the event information form (date, time, where to meet, what to bring, etc.) include a permission slip which must be signed and returned in order for each youth to attend the event.

Site Selection

In selecting a site for an activity, it is important to do so with an eye for safety considering, as well as cost and availability. Buildings, equipment and grounds should be hazard free and properly maintained. And emergency medical facilities and law enforcement agencies should be within reasonable distances.

Private Homes

If you use private homes for off-site activities, the homeowners should be aware of the increased liability risk they incur. They should check with their homeowner's insurance agent to see if they are protected for youth activities. Some policies cover such activities while others require additional coverage. Please note that overnight activities should not be held in a private home.

Medical Injuries and Emergencies

All of the guidelines previously cited apply. A well-stocked first aid kit and the permission/medical release forms should travel with you at all times. Copies of all forms should be left at the facility office. Here is a sampling of first aid kit contents:

Please refer to the youth's Medical Release Form before dispensing any over-the counter medications. Parental permission is required. It is a good idea to have on hand some hard candy (for when someone has a tickle, but does not need medicine). Some suggestions of over-the counter medicines that you may want to have on hand are:

Ibuprofen, Tylenol, Pepto-Bismol or Tums, Benadryl (cream and capsules), Cough Drops

Bus Boxes

When traveling with youth, it is always a good idea to be prepared for the unexpected. Here are some ideas of what to bring along with you, when you take your youth on a outing; Roll of paper towels, handi-wipes, box of tissue, large trash bags, small can liner bags, hard candies-for coughers on overnight or long trip, large Ziploc bag with: pencils, pens, index cards, masking tape, rubber bands, 1 gal. jug of water, small Dixie cups, duct tape.

Outdoor Activities

Youth ministry frequently involves young people in outdoor activities. These activities offer young people opportunities to form healthy friendships, experiences Catholic community, experience the beauty of God's creation in nature, and enable stronger intergenerational relationships to develop. Recreational opportunities are designed for youth enjoyment with the inclusion of all participants.

If you are taking a group camping, hiking, to the lake or beach, or some other outdoor activity the ration of youth to adults should increase to one adult for every four youth (normal

recommendation is one to ten for high school teenagers and one to seven for junior high youth) to compensate for the greater need for supervision and possible emergencies.

Camp/Retreat Facilities

When choosing a campsite for camping, retreat or some kind of outdoor adventure, it is good practice to see the camp first hand. What shape is the camp in, how hospitable is the camp staff? How difficult will it be to get quick medical attention if necessary? Is the camp accredited and by whom? The most widely recognized accreditation is with the American Camping Association (ACA). This organization maintains a strict set of safety standards for staffing, buildings, programs, and services for all types of camps, religious and secular alike.

High Risk Activities

Many events (especially at camps) include activities that are considered "High Risk" because they may cause severe injury, including death, to a minor.

The Organization must ensure that these activities are conducted in the safest possible manner, and always checking with local jurisdiction for current regulations.

The following list is not intended to be all inclusive. Please contact the Risk Management office with any questions or direction.

HIGH RISK ACTIVITIES

DESCRIPTION OF ACTIVITIES WITH GUIDELINES TO FOLLOW

Unmanned Aircraft / Drones: (NOT Permitted)

- The use of unmanned aircraft is strictly prohibited;
- This includes the use of drones;
- Use includes operation and loading or unloading;
- Use of drones or unmanned aircrafts are strictly prohibited at all events.

Canoeing and kayaking: (Permitted with listed exceptions)

- No canoeing or kayaking in ocean waters or fast moving rivers.
- All participants must be able to swim;
- At least one volunteer in group must be first-aid/CPR certified
- Use of life jackets at all times; Provide proper paddles.
- No canoeing or kayaking at night;
- No horseplay allowed;
- Distribute weight equally and only allow the permitted capacity.
- Obtain permission slips and waivers from parents/guardians;
- If renting canoes from a third party:

- Obtain copy of contract;
- Obtain copy of certificate of coverage (minimum coverage: \$2 M)
- Waivers must be reviewed and signed by parents.

Swimming: (Permitted with listed exceptions)

Water Safety: Many camps will include water activities, such as swimming, canoeing, etc., and so creating additional risk. Any event where there will be swimming requires a certified life guard to be present at all times. Any adult volunteer, counselor or staff can receive certification through a simple course in advance. Please follow the required water safety guidelines. **A day at the lake, river or pool can quickly turn from wonderful to tragic if the proper safety precautions are not followed.**

- No swimming in lakes at night;
- No swimming in lakes unless a designated swimming area is provided that is roped off from the rest of the lake;
- No swimming in rivers;
- Pools must be equipped with interior lights for swimming after dark;
- Kids with no swimming experience must always wear a life jacket and never go into deep areas;
- A certified lifeguard must always be on duty;
- Obtain permission slips and waivers from parents/guardians

Dodge ball: (Permitted)

- Participants must be of same age group;
- Participants should not be allowed to play while wearing glasses;
- Use the required type of ball;
- Extra supervision. Two adult should be present at all times for emergency response.

Paintball: (Permitted with listed exceptions)

- Games must take place at locations specifically set up for this kind of activities (Paintball clubs);
- Insurance certificate must be provided by the paintball club (minimum \$2M)
- Obtain permission slips and waivers from parents/guardians.
- Limited to youth 10 years of age and older

Night Games: (Permitted with listed exceptions)

- Forested areas are not permitted as playing grounds. There is the risk of running into cliffs or hills not identified by the supervisor;

- Play in open areas;
- Organizer should inspect the area for possible dangers.

Archery: (only permitted at certified camps)

- Only allowed through a 3rd party providing equipment, supervision, staff and training.
- This company must provide an insurance certificate (minimum coverage \$2M)
- Obtain permission slips and waivers from parents/guardians.
- Contract/agreement between facility & user should be reviewed prior to signing.
- (Exceptions may be granted when the event is supervised by certified coaches

Horse Back Riding: (Permitted with listed exceptions)

- Only permitted at certified locations. The location must provide equipment, supervision, staff and training.
- This location must provide an insurance certificate (minimum coverage \$2M)
- Obtain permission slips and waivers from parents/guardians
- Contract/agreement between facility & user should be reviewed prior to signing.

Rock Climbing: (Permitted with listed exceptions)

- Only allowed on "mock" rock walls in structured, supervised areas;
- Obtain permission slips and waivers from parents/guardians.

Ropes course: (permitted with listed exceptions)

- Only permitted at a facility that specializes in ropes courses. This facility must provide the equipment, supervision, staff and training.
- The facility must provide an insurance certificate (minimum coverage \$2M)
- Obtain permission slips and waivers from parents/guardians.
- Contract/agreement between facility & user should be reviewed prior to signing.

Snow Skiing: (Permitted with listed exceptions)

- Only permitted at professional ski resorts.
- Organizers must confirm participants have sufficient experience.
- The location must provide equipment, supervision, staff and training.
- Obtain permission slips and waivers from parents/guardians
- Additional accident insurance fee required (see RC Activities national office for details)

White Water Rafting: (Permitted with listed exceptions)

- Only allowed if licensed and experienced outfitter is used. This company would provide equipment, supervision, staff and training.

- Outfitter must provide a certificate of insurance (minimum coverage \$2 M)
- Any contract/agreement between outfitter & participants should be reviewed prior to signing.
- Life jackets must be worn at all times.
- Limited to youths 16 years of age and older
- At least one volunteer in group must be first-aid/CPR certified
- Obtain permission slips and waivers from parents/guardians.

BB-gun target practice:

- Only permitted under strict supervision by instructor and range operator.
- The range area should be secured with tape and wooden stakes sealing off the area.

Tubing: (permitted with listed exceptions)

- No tubing on fast moving rivers or streams.
- All participants must be able to swim.
- At least one volunteer in group must be first-aid/CPR certified
- Use of life jackets at all times
- No tubing at night
- Obtain permission slips and waivers from parents/guardians

Zip Lines: (Not recommended; however if allowed, the following must be adhered to)

- Only allowed at a camp that has been certified in the use of their zip line. This facility must provide the equipment, supervision, staff and training.
- Facility must provide a certificate of insurance (minimum coverage \$2 M)
- Any contract/agreement between facility and participant should be reviewed prior to signing
- Limited to youths 16 years of age and older.
- Obtain permission slips and waivers from parents/guardians

Boxing:

- Note: If this is a boxing camp or boxing is provided, the following requirements should be met;
- Boxing activities must be provided by a third party organizer (usually a boxing club)
- Boxing club should provide equipment, supervision, staff, facility, training;
- Boxing club must provide insurance certificate (minimum coverage: \$2 M)
- Obtain permission slips and waivers from parents/guardians.
- Liability would fall entirely on the third party organizer.

Wrestling:

- Note: If this is a wrestling camp or wrestling is provided, the following requirements should be met;
- Wrestling activities must be provided by a third party organizer (usually a wrestling club)
- Wrestling club should provide equipment, supervision, staff, facility, training;
- Wrestling club must provide insurance certificate (minimum coverage: \$1 M)
- Obtain permission slips and waivers from parents/guardians.
- Liability would fall entirely on the third party organizer.

Trampoline: (Not Permitted)

- "Rebounding equipment" is specifically excluded from coverage in your insurance program.

Supervision and Supervisors

Any activity involving young people needs to have appropriate adult supervision. We have been entrusted with the children of the families in our school, or group and we must take care not to violate that trust. This means providing reasonable and prudent supervision that is equal to or exceeds the supervision reasonable parents would give their own children.

Behavioral Guidelines

Each group should have clear and consistent behavioral guidelines which specify the expected behavior of both adults and young people at all activities. These guidelines should be written and publicized in the promotional material for program meetings and activities. Guidelines should be orally reviewed with the participants at the beginning of every program meeting or activity. New participants should also be briefed as they enter into the program.

Minimal guidelines should include:

1. All youth and adults are expected to fully participate in all activities unless otherwise excused.
2. Everyone is expected to respect all other participants in the program or activity. No physical or verbal harassment and no possession of weapons of any kind.
3. Anyone found in violation of these guidelines is subject to immediate dismissal from the activity and may be prohibited from attending future activities. If necessary, a parent or guardian will be called to pick youth up from the activity.

Guidelines may also need to be included for specific activities, such as curfews and boundaries.

The consequences for violation of the behavioral guidelines must be clearly stated and fairly and consistently enforced. Violation of guidelines, especially those involving illegal or immoral activity, should be reported to parents.

Adult Leadership

The adult involved in youth ministry is to demonstrate by example the values which reflect Gospel love and compassion.

All adult directors should be persons of maturity possessing sensitivity to adolescents. Adult directors are expected to demonstrate a consistent behavior which respects his/her own dignity as well as the dignity of the youth. Respect for the individual, for the premises and for the law are integral to adult directors. Any adult wishing to be involved in youth ministry who demonstrates less than a responsible leadership style should not be involved with youth. All leaders need to be screened, cleared and compliant.

In youth ministry, it is essential that the adult:

1. Behaves in a fashion appropriate for the activity
2. Never touches in an immodest fashion any youth
3. Refrains from any sexual, sexist, racist comments
4. Refrains from obscene language
5. Refrains from contacting youth via email, text, or social media, unless the youth participant's parent or legal guardian has given written consent for purposes of youth ministry coordination only
6. Follows the same behavioral guidelines set for the young people, including refraining from alcohol.

The youth director is responsible for the selection, training, and supervision of the other adults involved in various roles in any youth activity. The youth director should invite other adults into youth ministry roles only when the above attitudes and behaviors have been demonstrated.

The youth director is to clearly formulate the responsibilities for the adults of each activity. The specific roles of catechist, program directors, sponsor or chaperone need to be understood. The youth director should be quick to point out to any adult a breach of the expected behaviors and responsibilities. Any adult not strictly following the expected behaviors and responsibilities should not be permitted to continue as an adult leader.

The organization has a significant responsibility to ensure that positive steps are taken to identify those persons that may have had prior personal experiences in the sexual misconduct area. Every adult who has contact with young people (both employees and volunteers) should go through the "Background Check" process and be instructed of their rights as individuals. The signing of this form must be made a condition of employment or, for volunteers, a condition for working with youth.

Adult/Youth Ratio

It is important to consider the adult to youth ratio at every youth ministry event whether it is held on your facility grounds or elsewhere.

The official organization recommendation is that you must evaluate this ratio for each event based on the level of "Risk" for that event; however, there must ALWAYS be a minimum of two cleared and trained adults at any gathering.

For instance, if you are on facility grounds and in a secure area of the building where no one will be accessing the area except for cleared volunteers who will be working with you, the risk will be lower than if you were in a public access area with non-cleared adults coming and going constantly through or near your area. Other things to consider for on-campus events might be:

- Will you be splitting the group into smaller groups which might be meeting separately for a period of time in different areas?
- Are restrooms accessible only to your group or are they open to the public at the same time you are meeting?
- Will you be moving the group outside for part of the time to a playground or volleyball area, for example?
- Do you need to be able to monitor the parking lot for teens that will be driving their own vehicles?
- Will there be a set time for beginning and ending the activity or will it be a come-and-go type of event?

All of these things would affect how many cleared adults you might need to cover different areas, groups or times.

For off-campus events, the risk would generally be considered higher and therefore a higher adult to youth ratio would be necessary. (A ratio of 2 adults to 10 youth is considered "higher" than a ratio of 2 adults to 20 youth.) Some things to consider would be:

- What type of transportation would be used to get to the event, personal vehicles, charter bus, or other means?
- A weekend hike in the wilderness might actually require a lower ratio than handing out bag lunches to homeless people in an inner-city setting.
- What is the possibility that a young person might get sick or injured and need to be transported away from the group to a medical facility? Is your ratio enough that adults could be used to transport the youth and still have enough to cover the rest of the group?
- In general, overnight activities involve higher risk than day-camp events.

Additionally, we recommend that adult chaperones be at least 21 years of age. Your leadership team may include trained and cleared young adults between the ages of 18 and 21, but it is not recommended that they be counted in your adult to youth ratio. In-stead, young adults 18-21 would be considered 'chaperones-in-training' and given adult tasks and responsibilities that are within their capabilities based on their levels of maturity and experience. If you have any question about this, it is always prudent to include your supervisor in the discussion and decision making process.

Always remember, the goal is to provide a 'safe environment' for all the young people whenever they are in your care. Look at the times and areas where there might be a risk to that and make sure you have enough adult coverage to minimize that risk, with a minimum of two cleared adults with any youth at any time.

Overnight Accommodations

In general, there should never be mixed gender gatherings in sleeping areas. Whether you are camping in tents, using a retreat house, or hotel rooms, boys should never be in the girls sleeping area and vice versa. It is also wise to restrict any social gatherings to appropriate common areas.

While adults have supervision responsibilities, they should also observe restrictions about being in the sleeping areas of the opposite gender. With the exception of large dormitory sleeping accommodations (at camps or pilgrimages), adults and youth should never room or tent together.

Pastoral Care

The youth minister and other adult leaders often find themselves in the role of counselors for youth. Many of the situations that are surfaced are simply the normal struggles of adolescent growth, but at times you may be confronted with crisis issues which may be life threatening to the young person. The way in which you respond and what you say may have potential legal implications of which you should be aware.

First, we are not professional counselors. Our role is limited to compassionate listening and spiritual counsel. Anyone needing professional help should be referred. It is important that the young people we work with understand the nature and scope of our role and the assistance we have to offer. Whenever you meet with a young person in a 'one on one' situation, it is important to do so in a place where you are not too isolated and where you are visible to others. Leave the door to your office open a bit. Make sure someone sees and knows when the young person arrives and leaves. This will help protect you from any accusations of sexual misconduct while with a young person.

In the event that a young person is left at an activity (on-site or off site) and an adult is to provide a ride home, it is appropriate that someone else be aware (youth minister). Let the other

person know when you are leaving and when the young person arrives home. Parent/guardian should also be contacted.

Be aware of the warning signals for alcoholism and drug dependency, eating disorders, depression and suicide. Refer youth to a trained counselor if you are counseling someone dealing with one of these crisis issues or you are asked to intervene in a situation where one of these is occurring. (Consult the Section on Youth Ministry Preparation for warning signals.)

Confidentiality

Young people must be sure that anything that they share with any adult will be held in confidence and that a breach in this confidence can be of great harm. The only exceptions are when:

- The risk of danger to the youth or another person that is reasonably foreseeable by the adult; e.g., suicide threats, death threats, illegal acts.
- The story shared is one of child abuse. All child abuse cases must be reported. Any person who believes a child has been or will be abused must report.

Child abuse or Misconduct

In conclusion, these safety and liability guidelines are meant to assist adults in the organization who works with young people. They should be shared and discussed with all adults in the organization who are involved in any way with young people.

Financial Management

1.16 Banking

RC Activities, Inc. bank accounts will be issued to RC Activities affiliated program upon approval by the RC Local Director to ensure effective control of the funds used for their operation. Specific policies and procedures relating to establishing bank accounts, handling funds and establishing signature authorities are listed below.

Bank Accounts

Each affiliated program, upon registration with the RC Activities national office is required to have a bank account set up in the name of its corporation for program activity. All operating funds, including program fees and donations, are deposited into this account. The Program Leader also holds checks to this account, with which all operating expenses will be paid. All checks require two signatures.

The Program Leader is responsible for the program's operating budget. To help manage the program's necessary reimbursements for program expenses, an Expense Report Template is

available upon request. All expenses and necessary reimbursements should be tracked and records maintained by the treasurer assigned by the Program Leader.

RC Activities provides access to national banking resources through CCAS. The Program Leader must contact their RC Local Director to initiate a new bank account or to be added to an existing bank account to be used for the operating expenses of the program.

All banking fees are deducted from the individual program's bank account.

The implementation and use of QuickBooks Enterprise (QBE) for all program account is mandatory for all RC Activities, Inc. bank accounts. A representative from the national office to assist you in setting up your QBE account will contact you.

Signature Authorities

As a check and balance on the check-writing process, RC Activities mandates that bank accounts be set up such that two signers are needed for all checks written from the account. Three signers must be identified for each account, any two of which can be used for the signing of checks. Standard signers would be the Program Leader and the Economy coordinator.

Information Management

1.17 Contract Signing Process

IMPORTANT NOTE: Local program staff CANNOT sign Facility and transportation agreements. Authorized signers of RC Activities, Inc. at the RC Activities National Office must sign all such agreements

The contract signing process was designed to assist RC Activities field representatives in the approval and acceptance of facility and transportation agreements. Only authorized signers of RC Activities should sign the agreement.

The process for establishing facility or transportation contracts entails three steps:

1. Obtain a valid contract from the facility or transportation company. If a contract is not available, you may present the standard Short Term Lease Agreement or Bus Contract.
2. Obtain a valid Certificate of Insurance from the facility or transportation company
3. Email the certificate of insurance and contract to the RC Activities national office for legal review and signature by an authorized representative of the corporation

Once these steps have been completed, a signed contract will be returned to the local RC Activities group for review and presentation to the facility or transportation company. The local

RC Activities group will be responsible for ensuring a signed copy of the final agreement by the facility or transportation company is returned to the national office.

1.18 Promotional Guidelines

When creating a flyer for your event or program, please follow the [promotional guidelines](#) to ensure the correct company information is listed on your flyer.

1.19 RC Activities Registration Database

Insurance Requirements

In order to maintain the comprehensive, low cost insurance program that CCAS has provided for RC Activities affiliated programs, our insurance provider has required that the RC Activities national office maintain an accurate listing of its program volunteers and members. All participants must be insured and listed on the [Active Participant Census Report](#) which is emailed to customerservice@rcactivities.com.

Participant Insurance

The CCAS insurance program underwritten by Old Republic Insurance Company at a cost of \$20.00 per member per year for all Challenge and Conquest program participants covers RC Activities affiliated programs. This fee is collected and paid for by the Program Leader on a per member basis each year. The program leader is required to communicate the number of member on the [Active Participant Census Report](#) to the national office one month after the start of the program yet no later than October 15th, at which time the national office will invoice the program leader for the liability insurance fee. As subsequent members join after this date, a monthly update to membership totals should be communicated to the national office for invoicing.

Donation Processing

1.20 501(c) (3) Public Charity Status

As a non-profit corporation working under the Catholic Church, RC Activities, Inc. has been granted the status of being a public charity by the Internal Revenue Service. The major benefit of this status is that donations made to RC Activities are categorized as tax deductible to the benefactor under the guidelines of the IRS. This is of great benefit in fundraising to support the mission of our program.

Because all RC Activities affiliated programs operate under RC Activities, Inc., they too enjoy the benefit of being a public charity in that donations received are tax deductible to their benefactors according to IRS regulations.

IMPORTANT NOTE: All donation acknowledgements for donations of \$250 or more MUST be generated and sent from the RC Activities National Office.

1.21 Donation Acknowledgements

According to IRS regulations, all donations received in the amount of \$250 or more must be formally acknowledged by the recipient corporation. Failure to provide these acknowledgements according to IRS regulations can put the RC Activities public charity status at risk. Because of the vital importance of properly acknowledging benefactor donations, all acknowledgments for single or cumulative annual donation in the amount of \$250 or more will be processed by the RC Activities national office.

When a donation is received in the amount of \$250 or more, an email must be sent to the RC Activities national office containing the information needed to construct the acknowledgement letter. The acknowledgment letter will be generated and returned to the Program Leader for distribution to the benefactor.

An email should be sent to Customer Service at customerservice@rcactivities.com and contain the information listed in the following two sections, depending whether the donation is monetary or a gift in kind.

Monetary Donations

The following information must be provided for monetary donation in the amount of \$250 or more:

- ◆ Full Name of Benefactor
- ◆ Address of Benefactor
- ◆ Name of Affiliated Program and Program Leader's name
- ◆ Copy of Check (a copy of the check must be scanned and emailed, faxed, or mailed to the RC Activities national office)
- ◆ Purpose of Donation

Gift in Kind Donations

Gift-in-kind donations are donations of physical goods or services. It is very important to note that acknowledgments of gift-in-kind donations will not include the value of the donation, as it is

up to the benefactor and his/her accountant to assign the appropriate value to the donation. The acknowledgment will instead contain a detailed description of the good or service being donated. The following information must be provided for gift-in-kind (non-cash) donations valued at \$250 or more:

- ◆ Full Name of Benefactor
- ◆ Address of Benefactor
- ◆ Name of Affiliated Program and Program Leader's name
- ◆ Amount of Donation
- ◆ Date Donation Received
- ◆ Detailed Description of the Good or Service Received
- ◆ Purpose of Donation

APPENDICES

Appendix A - Volunteer Processing Documents

A.1 Volunteer

Online Registration Instructions for Volunteers at www.rcactivities.com/volunteers

This website details a one-page instruction and online registration site for volunteer registration and should be passed on to the volunteer by the Program Leader to guide the volunteer through the registration process. Click [HERE](#) to download Volunteer Process which you can email to potential volunteers to assist them in the process.

A.2 Documents to read during volunteer certification registration

[Safe Environment Policy](#)

A document provided to the candidate that details the RC Activities, Inc. Safe Environment policy.

[Code of Conduct](#)

A document provided to the candidate that details the RC Activities, Inc. Code of Conduct.

[Company Background Check Policy, Volunteer Agreement, FCRA](#)

A document provided to the candidate for a regular volunteer or employee position that lists the rights of accuracy, fairness, and privacy of the information the individual is entitled to under the Fair Credit Reporting Act.

A document to be distributed to the candidate for a regular volunteer or employee position that highlights the company's position on volunteer background checks.

Appendix B - Member Processing Documents

B.1 Waiver Forms and Guidelines

[Program Permission to Participate From](#)

Form to be completed by parent or legal guardian of participants that are under the age of 18 for normal program activities to be conducted during the program year. This form grants permission for the participant to partake in program activities as listed on the form and releases RC Activities from any liability.

[Other Activity Permission to Participate From \(Under 18\)](#)

Form to be completed by parent or legal guardian of participants that are under the age of 18 for an activity that falls outside the scope of normal program activities. This form releases RC Activities from any liability for the activities listed on the form.

[Other Activity Release & Waiver Form \(18 and older\)](#)

Form to be completed all adult participants 18 years of age or older for an activity that falls outside the scope of normal program meetings. This form releases RC Activities from any liability for the activities listed on the form.

[Safety/ Liability and Organizational Guidelines for Youth Programs](#)

This document is provided through RC Activities by Consolidated Catholic Administrative Services, Inc.'s Risk Management office. This document gives detailed guidelines that all those working with RC Activities programs in daily and overnight activities should follow.

Appendix C - Insurance Documents

C.1 Insurance

Insurance Contact List

Persons to contact in case of a claim. The first point of contact should always be the RC Federation, Inc. national office.

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[Certificate of Insurance Request](#) & Additional Accident Insurance

An online [Event Application](#) for each activity must be completed online prior to the start of an RC Activities sponsored event which takes place outside of the normal weekly program. Click [HERE](#) to download the National Event Registration instructions to assist in the event management online registration process.

1. Once the application is submitted, you will be redirected to an administrative page with forms and instructions for processing.
2. A Certificate of Insurance request will need to be uploaded to your event application
3. The insurance company will upload a completed certificate of insurance to your event application after the request is received
4. An Insurance Census report will need to be uploaded to your event application the **NEXT BUSINESS DAY** following the conclusion of the activity
5. The insurance company will upload a completed certificate of insurance to your event application. The list of participants contained in the completed census report will be used to create the invoice for the event.

C.2 Accident and Incident Reporting

[Accident Report](#)

A sample report to be used in the event of any accident or injury. Form should be completed and submitted to the RC Federation national office for follow-up with the insurance provider.

[Incident Report](#)

The Incident Report Form is used whenever there is ANY incident that may result in a claim being made. Sometimes an incident may seem minor. It is imperative to report any and all incidents that may result in a liability and/or sexual misconduct claim. If there are any doubts, do not hesitate to contact the RC Federation national office promptly.

Appendix D - Financial Management Documents

D.1 Request for Bank Account Setup

Contact your RC Local Director or the RC Federation national office at customerservice@rcactivities.com for direction on how to obtain a RC Activities, Inc. bank account for your program.

Appendix E - Contract Process

E.1 [Contract Process](#)

This document provides detailed instructions for processing and signing contracts on behalf of RC Activities, Inc.

E.2 [Short Term Lease](#)

This document should be used in the absence of a facility agreement when contracting with a facility on behalf of RC Activities, Inc.

E.3 [Promotional Guidelines](#)

This document provides the company information to be attached to all program flyers for a program affiliated with RC Activities, Inc.