

**Do you know?**

**Important Information about Permission Slips and Off- Site Events**

* Permission slips, signed by a parent or guardian, are required for **every off-site event**, even if youth are meeting at the event by means of their own transportation.
* We are required by the diocese to keep original permission slips on file for 3 years after a teen turns 18 (or roughly 7 years). These are kept on file in the Catacombs.
* When we leave for an event, permission slips are copied. One copy is left in the parish office. Adult team members are given copies (in the event that small groups or vehicle groups were separated, chaperones need to have emergency contact information available at all times).
* Upon returning from an off-site event, all adults must return their copies so that they can be shredded.
* It’s also important that we have signed permission slips turned in AHEAD of time before events.
* A list of participants and chaperons are also left at the parish office when we leave for an off- site event. This list includes which teens are riding in which vehicles.

**Permission slip tip:** Many parents fill out an electronic copy of the form with all of the information for each child and save it on their home computer. Then, when an event rolls around, they need only to print the form, fill in the event details, sign it, and have their child sign it. This beats filling out the insurance and medical information over and over!! (Please update those as needed!)