



## Safety Guideline Information for Parents of Church Sponsored Events/Trips

Each **member** (or regularly attending non-member) child/youth and chaperone of Northside Baptist Church of Mechanicsville Virginia, Inc. (hereafter referred to as 'Northside') must have an original, completed, notarized *Northside Medical Release/Activity Participation Form* (available on the church website [www.northsidebaptist.church](http://www.northsidebaptist.church), or from the church office) and a copy of his/her medical insurance card (front & back) on file in the church office. Participants and/or parent(s) of the child or youth are responsible for informing the church office throughout the year of any changes in medical insurance, etc.

- *The Medical Release/Activity Participation Form* will be kept in an active file for the period of one(1) year in a secure location in the church office. This form contains: the participant's personal information; a health history; list of current medications; permission to administer medications; participant rules of conduct; dismissal policy; parental permission for participation; authorization for participants to be photographed, filmed and/or videoed during events, as well as use of these images by the church; a waiver of all claims and liabilities against the church; and the authorization for emergency medical treatment, all of which meets the standards of the insurance policy guidelines for Northside.
- A new *Medical Release/Activity Participation Form* is required each September.
- The *Medical Release/Activity Participation Form* will be used for all events/trips sponsored by Northside in that school year.

Each **non-member** participant of an overnight and/or a local short event/trip sponsored by Northside must have a signed parental consent form on file in the church office for each specific event in which they wish to participate. This form can be obtained from the church's website [www.northsidebaptist.church](http://www.northsidebaptist.church), or from the church office.

- Parental consent forms are due 3 days prior to the event/trip and will not be accepted the day of the event/trip.
- The original, completed form will be given to the person coordinating or overseeing the event/trip. (Copies will be kept on file in the church office.) The coordinator/overseer will be responsible for these forms until the completion of the event/trip.

### Reminder to Trip Coordinators

Within 3 days of completion of the event/trip, the coordinator/overseeing individual will complete and sign a *Trip Summary Information Form* and return it to the church office, along with all original permission forms and/or *Medical Release/Activity Participation Forms* and all expense receipts.