

Safety Guidelines Information for Parents Church Sponsored Events/Trips

Each **member** child /youth and chaperone of Northside Baptist Church of Mechanicsville Virginia, Inc. must have an original, completed, notarized Northside Medical Release/Activity Participation Form (available on the church website ; www.nsidebc.org or 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 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. The Medical Release/Activity Participation Form contains the participant(s) personal information, a health history, list of current medications, permission to administer those medications listed as well as over the counter medications, rules of conduct expected from each participant, dismissal policy, parental permission to participate in Northside's sponsored event and activities, authorization for the participants to be photographed, filmed and/ videoed during the event and the 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 Baptist Church of Mechanicsville Virginia, Inc. A new Medical Release/Activity Participation Form is required each January.
- The Medical Release/Activity Participation Form will be used for all events /trips sponsored by Northside in that calendar year.

Overnight, Local Short Events/ Trips

Each **non-member** participant of an overnight and/or a local short event /trip sponsored by Northside Baptist Church of Mechanicsville Virginia, Inc. must have a signed parental consent form on file in the church office for each specific event/trip in which they wish to participate. These parental consent forms can be obtained on the church's website; www.nsidebc.com 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.
- 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.

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