



# DIOCESE OF SACRAMENTO

## Department of Evangelization and Catechesis

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### Volunteer, Chaperone, Driving and Field Trip Requirements

#### Classroom

- Minimum of 2 adults per classroom – at least one adult over the age of 22
- Must be fingerprinted prior to beginning position.
- Must complete Safe Environment training prior to beginning position.
- Minimum age of 18 and out of high school.
- High school “helpers” are not to be considered one of the adults in the classroom.
- High school/Junior High helpers must sign and agree to Code of Conduct.
- If a parent is going to be involved more than 2 times in a classroom, they must be fingerprinted and complete Safe Environment training.
- Any person having a disqualifying criminal incident in their background check report, under Diocesan policy, may not be present in the classroom or in any area where he or she might have any contact with minors.
- Groups over 25 students/participants will require additional adult helpers who have completed all Safe Environment requirements.

#### Chaperone Requirements

- Must be over 25 years of age.
- Must be fingerprinted and safe environment trained.
- Chaperones must complete “Adult Participation Form”.
- DRE/CRE/Youth Minister/Pastor – Whomever is in charge of the entire group, may not act as a chaperone or driver.
- No person having a disqualifying criminal incident in their background check report, under Diocesan policy, may serve as a chaperone under any circumstances.

#### Ratio Requirements

- Field Trip 1:10 ratio
- Overnight 1:8 ratio
- If the overnight event is co-ed there must be at least one male chaperone and one female chaperone

## Transportation Requirements

- Drivers must be over 25 years old
- Drivers must complete all Safe Environment requirements – fingerprinting and training
- Drivers must show proof of a valid, unrestricted Driver’s License
  
- Drivers must show proof of liability insurance on the vehicle for at least \$100,000 per person/ \$300,000 per accident limit of liability for bodily injury and \$50,000 property damage.
- Every occupant of the vehicle must have a seatbelt.
- Drivers may take no more than 7 passengers, including students and adults, in any vehicle.
- Students should not drive themselves or other students to any activity.
- No person having a disqualifying criminal incident in their background check report, under Diocesan policy, may serve as a driver under any circumstances.

## Overnight Requirements

- Hotels: Chaperones may never stay alone overnight in the same room with a minor or minors (unless the minor is the chaperone’s own child).
- Bunk –rooms: At least two chaperones should stay in the same room with a large group of youth (same gender), maintaining 1:8 ratio.
- Youth/Young Adult groups with members who are both minors and adults (18+) must provide separate sleeping areas for each respective age group and gender
- Chaperones should never be alone with a youth participant in a bathroom, locker room or other dressing room.