

OVERNIGHT TRIPS

Planning for the Trip

- The youth ministry staff must approved a trip plan and must include a price to cover costs and a deadline for when money is to be turned in.
- Youth must turn in money by the due date in order to attend the trip. Exceptions are made at the discretion of the youth ministry staff, based on the flexibility of the trip.
- The youth ministry must give in person, mail, email, or post a website notice about information regarding the times the group will depart and arrive back, as well as the mobile phone number of the youth ministry staff person and/or other designated approved volunteers. A detailed itinerary may also be included.
- The youth's parent or legal guardian must complete a consent form before youth may participate in an overnight trip.
- For longer trips, if deemed necessary by the youth ministry staff, a Parents Meeting may be set prior to the trip to discuss the details of the trip, including sleeping arrangements, itinerary, and pack list.

Attendance/Check-In Procedures

- A check-off list of the youth attending will be made before the youth group departs on a trip. This check-off list will include:
 - o People attending the trip
 - o Youth who will be joining the youth group later during the trip and are meeting in a location that has been approved by the youth ministry staff
 - o Forms that are missing must be completed prior to departure (for example: Youth Consent Form)
- A final count will derived from the check-off list and will be used for taking attendance for the rest of the trip. The final count must match the check-off list prior to departure.
- An attendance count will be taken any time the youth group departs or moves from one planned activity to another. This count must again match the original count before departure.

Sleeping Arrangements

- Males and females will have separate sleeping areas at all times.
- At NO time may youth of the opposite sex enter sleeping areas of another youth of the opposite sex when sleeping areas are designated as separate rooms.
- Youth of both sexes are able to congregate and be around each other under the supervision of the approved volunteers and/or youth ministry staff in areas deemed as common areas. Common areas will be determined appropriate by the youth ministry staff and approved volunteers upon entering the place of lodging. They will communicate this to the youth group as they set up their sleeping areas.
- At NO time may two youth of the opposite sex go into any room by themselves and shut the door.
- Adults will inspect sleeping areas after everyone has vacated the end of the trip.



GUIDELINES FOR OFF-SITE AND OVERNIGHT TRIPS

Definitions

An *off-site* trip is defined as any event or activity that takes place away from the Smithton-Culloden Free Church of Scotland (SCFC). This may include any curriculum-enriching, entertaining, or missions/service activities.

An *overnight* stay is defined as any trip that takes the youth, youth ministry staff and/or team of approved volunteers away from SCFC for an event that lasts longer than twelve (12) hours, from one day to the next.

Behavioral

In order to ensure a safe, loving, and Christ-centered environment, all youth and adults should be held to the following standards regarding all youth ministry activities:

- Be respectful
- Listen carefully
- Participate fully

Adult Supervision

- Whenever possible, there should be a minimum of one approved volunteer or youth ministry staff person present in situations involving youth. The ideal youth/adult ratio is five youth to one adult, not to exceed eight youth to one adult.
- Youth can be unsupervised as long as they are with at least one other youth, with permission from an approved volunteer or youth ministry staff person for a specified period of time and in a specified area (for example: an amusement park).
- Youth shall occupy only those areas designated by the youth ministry staff or approved volunteers and, whenever practical, keep doors open and windows uncovered in rooms where youth and adults gather.
- Approved volunteers will inform the youth ministry staff when questionable behaviour is displayed.
- Approved volunteers or youth ministry staff shall be present when youth wait outdoors for pick-up following youth events. If this is not possible, youth will wait in a supervised area.
- Youth shall cross streets at designated pedestrian crossings, when available, with supervision by an approved volunteer or youth ministry staff.

Prohibited Activities

Youth shall refrain from:

- Illegal activities
- Any use or possession of alcohol, tobacco, or illegal drugs
- Any excessive display of affection
- Any other activity prohibited by the youth ministry staff or approved volunteers

Appropriate disciplinary measures may be taken if any of these guidelines are not met.

Electronic Devices

Any electronic devices (for example: iPod or mobile phones) that are brought by youth to off-site or overnight trips may be collected by the youth ministry staff and/or approved volunteers if it is determined that the devices are causing unnecessary distractions and/

or creating problems to the overall dynamic of the group. In the event that an electronic device has been collected, youth may retrieve their items at the conclusion of the trip. If possible, it is best to leave such devices at home, as the youth ministry staff and approved volunteers will have mobile phones in case of emergency. SCFC, its staff, and its volunteers will not be held responsible for any lost, stolen, or damaged items of this nature.

Clothing

All clothing, including swimwear, should be modest and inoffensive. If it is determined by the youth ministry staff and/or volunteers that there is a violation of this guidelines, the youth may be required to change clothes.

OFF-SITE EVENTS

Use of Personal Vehicles

- Any youth may drive him/herself to and from a sponsored off-site event. The youth ministry shall assume parental consent was given for the driver and only those youth arriving at the event with the driver.
- Youth may ride in the personal vehicle belonging to and driven by an approved volunteer or youth ministry staff person.
- Adults may drive their automobile to/from a sponsored event.

Use of Mini-Bus or People Carrier

- Only approved volunteers and youth ministry staff may drive. Drivers must have an appropriate driver's license and be cleared by the youth ministry staff.
- When vehicles equipped with seat belts are used, the number of persons per vehicle should not exceed the number of seatbelts, and all occupants must wear seatbelts. All passengers and drivers must strictly adhere to all motor vehicle laws.
- Youth must keep their arms and legs inside the vehicle at all times and follow the directions of the approved volunteers and youth ministry staff.

Attendance

The youth ministry staff will take attendance before leaving SCFC and at any time when stops are made in the travel to and from the church.