

# Jefferson Unitarian Church

## Off-Site Event Procedure

### General:

- All persons must comply with federal, state and local laws.
- No weapons, guns, explosives, flammable liquids or poisonous substances may be brought to JUC events.
- Materials and items harmful to children must be kept secure.
- Event coordinators will determine if campfires are safe and permissible.
- Check in and out with the event registrar when you arrive and leave so no undue worry is caused and we'll be able to send help if needed.
- Participants are personally responsible for damage caused to the facility.
- Adults are expected to use tobacco only out of visual and breathing range of participants under 18 years of age.
- JUC's Alcohol Policy prohibits providing anyone under 21 years of age with alcoholic beverages.

### Driving:

- Drivers assume responsibility for their passengers. Teenage driving is strongly discouraged.
- A copy of each driver's auto insurance and driver's license is given to the activity coordinator for each driver/vehicle transporting minors not related to the driver.

### Children:

- While parents are responsible for their children at all times, it is strongly recommended that young children not be left alone and that pre-teen and teenagers practice the buddy system.
- Official "Sponsoring Adults" assume the role of parents during the event and must have a signed JUC Code of Ethics form and background check on file.
- Adults bringing a child who is not a member of their family must turn in a completed Sponsorship Form to the event leader signed by the child's parent or guardian.
- Families may sleep in tents, cabins or rooms together. Adults should not sleep in the same room or tent with minors who are not members of their family.
- Teen and children should not sleep in areas with teens or children more than three years younger than they are.
- Participants under the age of 18 should not leave the camping area or event facility without permission from their parents or designated Responsible Adults.
- Due to the high risk of allergic reaction with some children, no food (includes caffeinated beverages), medicine, sunscreen or other topical or ingested substance should be provided to a child without the parent's awareness and permission. It is the parent's responsibility to list allergies and medical concerns on their child's permission slip.
- Church safety procedures will apply to off-site church events.

### Teens:

In addition to the above rules for children, the following applies to our teens:

- When a designated teen cabin or sleeping area is used, Responsible Adults will be recruited to act as chaperones and to supervise the group. The Responsible Adults must be 25 years of age or older, have signed a JUC Code of Ethics and completed paperwork for a background check and have been added to the list of JUC Responsible Adults.
- At least two male and two female Responsible Adults must be present in the cabin or general sleeping area (group of tents) throughout the night and early morning.
- There will be no co-ed sleeping area for teens in tents, rooms or cabins.
- In the event of abuse of alcohol, illegal substances, disruptive/harmful behavior or sexual activity, parents will be consulted and teens may be dismissed from the event.