



AMEN St. Louis Form Checklist Groups with Minors

Due with deposit:

- Registration Form (1 per group)

Due upon arrival:

- Hold Harmless (1 per group)
- Certificate of automobile liability coverage (1 per group)
- Child Safety Policy (1 per group)
- Roster (1 per group)
- Legal/Photo Release (1 per participant)
- Medical Release (1 per participant)
- Copy of health insurance card (1 per participant)
- Minor Volunteer Waiver (1 per participant UNDER 18)*

* This gives permission for the group leader to sign forms at the service sites in place of a parent for minor participants



Hold Harmless - 1 Per Group

Oak Hill Presbyterian Church DBA AMEN St. Louis Hold Harmless Agreement

Oak Hill Presbyterian Church accepts no responsibility for damages or injuries which occur either on or off-site during AMEN House programs.

To the fullest extent permitted by law, _____, indemnify, and hold harmless Oak Hill Presbyterian Church dba AMEN St. Louis, including its directors, officers, employees, agents, volunteers, and representatives from and against all claims, losses, and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from any act, conduct, omission, negligence, misconduct or unlawful act (or act contrary to any applicable governmental order or regulation) of _____, its agents or representatives in complying with this Agreement. The foregoing includes, injury or damage to the property of Oak Hill Presbyterian Church, or any third party, whether or not subject to any policy of insurance.

_____ will inform Oak Hill Presbyterian Church of any damages or injuries occurring while on church property or in the course of activities away from the property within a reasonable timeframe.

_____ will provide Oak Hill Presbyterian Church with a certificate of insurance evidencing general liability and automobile liability coverage with limits not less than **\$1,000,000 (a combination of primary and excess limits is permitted) naming Oak Hill Presbyterian Church as an additional insured with respects to group activities during their _____ stay in AMEN House.**

Authorized Signature Date: _____



Child Safety Policy - 1 Per Group

Group/Church Name: _____

Expectations for Protecting the Safety of Children and Other Vulnerable Guests

Adult-to-Child Ratios*

AMEN St. Louis requires a **1:5 adult:child ratio** be maintained at all times. The sole exception to this rule is during service sites /classroom/workshop experiences, when a ratio of 1:10 is permitted. In cases where groups include youth participants up to age 17, “adults” will be defined as those aged 21 or older. 18-year-olds in this case will be considered “youth” for purposes of determining the adult:child ratio. AMEN St. Louis, visiting mission trip groups, and host organizations may not employ anyone less than three years older than the oldest youth participant as a supervisor/leader for group activities.

**Married/civilly-covenanted adults cannot be compelled to testify against one another in court. Because of this, married or otherwise legally-covenanted adult couples shall count as one adult for ratio purposes.*

Bathrooms/House Bedrooms

The following are best practices for minimizing risk in bathrooms and other small shared spaces:

1. Minimize the presence of children from diverse age ranges in the same space at the same time. (Example: a 6-year-old and a 17-year-old using the same house bathroom at the same time.)
2. No adult leader (from AMEN St. Louis OR visiting groups) may enter a bathroom with a single, unrelated child unless the bathroom door is propped open in a way that she/he/they can be easily observed by others.
5. Adult leaders may not use house showers while child/youth participants are using house bathrooms (for showering or using toilets). Adult leaders must set aside time for showering during which there will be only adults in the bathroom (showers AND commodes).
6. Adult group leaders are to frequently check house bathrooms and bedrooms to ensure they are safe and secure. This must be done in ways that do not violate other bathroom/bedroom expectations for safety (ie, in pairs or with other youth present).

Free Time Supervision

It is central to AMEN St. Louis’s mission that guests have down time to process what they have done and learned. At no time shall children and youth participants be in the house alone without adult supervision. For these purposes, remember that an “adult” may not be less than three years older than the oldest youth present. (Example: high school youth may not be left in the care of an 18-year-old group member.)

Transportation

In keeping with the tremendous responsibility to transporting children and youth in vehicles, the following expectations will apply:

1. No group leader may transport a single child that is not his/her/their own child, except as required by an emergency. In cases of emergency, the driving adult will be in frequent communication with another group leader and an AMEN St. Louis staff/volunteer leader.
2. All drivers of congregation/organization-owned vehicles must have completed any training required by the visiting organization’s insurance company.
3. Transportation seating will adhere to both safe loading limits of the vehicle in question AND the AMEN St. Louis adult:child ratio.
4. All passengers will be seated and buckled in safety belts (one person to one belt) during all driving.
5. Adult leaders will be seated in large vehicles in ways that allow them to supervise youth passengers.

Ministry Standards and Background Check Signature Form

I, _____, certify that I have received a copy of AMEN St. Louis's Expectations for Protecting the Safety of Children and Other Vulnerable Guests.

Signature **Date**

Background Check Information AMEN St. Louis STRONGLY SUGGESTS completing background checks on all adults (18 years and above) before joining us in St. Louis. We recommend a national or multi-state criminal background check rather than a county check. If your organization (congregation, etc.) has completed a national/multi-state check on any participating adults in the last THREE years, it is not necessary to complete a new check for that individual.

AMEN St. Louis has intentionally not set specific guidelines as to what background check information shall preclude an adult from participating in a mission trip with us. We expect your organization/congregation to review background checks and assume responsibility for determining what counts as a disqualifying offense. We DO NOT wish to see the results of your leaders' background checks. Please do not send them to us. Rather, we need to know which adults have had background checks completed and which have not.

Please list below all group members 18 years of age and older and indicate whether you have a current (last three years) national or multi-state background check on that individual.

_____ national/multi-state background check completed: Y / N

_____ national/multi-state background check completed: Y / N

_____ national/multi-state background check completed: Y / N

_____ national/multi-state background check completed: Y / N

_____ national/multi-state background check completed: Y / N

_____ national/multi-state background check completed: Y / N

I, _____ hereby certify that (name of organization) _____ accepts full legal responsibility for the actions of the adults listed above whether or not a national or multi-state criminal background check has been processed. I will not initiate legal action against AMEN St. Louis, Oak Hill Presbyterian Church, the Presbytery of Giddings-Lovejoy or any staff or volunteers of these institutions due to illegal behavior committed by any of our group's adult leaders (age 18 or older).

Signature **Date**



Roster - 1 Per Group - Please include every single visitor

Group Name: _____ **Date of stay:** _____

	First Name	Last Name	Cell	Medical or Dietary Needs / Allergies
1				
2				
3				
4				
5				
6				
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9				
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Legal and Photo Release - 1 Per Participant

Legal Release, Waiver, & Assumption of Risk

In consideration of being permitted to be on the property of AMEN St. Louis, a ministry of Oak Hill Presbyterian Church, 4111 Connecticut St., St. Louis, MO 63116, as well as being permitted to participate in volunteer or service activities which may or may not be affiliated with AMEN St. Louis or Oak Hill Presbyterian Church, the Undersigned does hereby agree with the following:

That neither AMEN St. Louis, nor Oak Hill Presbyterian Church, nor its owners, heirs, assigns, and agents, and any and all other persons or entities involved in its participating endeavors and activities, together with all subcontractors, employees or volunteers, SHALL BE LIABLE for any injury or death to the undersigned participant(s), their heirs, assigns and agents, or for any loss due to theft of or damage to their property or for any other consequential incidental damages caused in any manner whatsoever while they are on the property and participating in related endeavors and activities. That the Undersigned is voluntarily participating in this excursion, including in all related activities, as an individual, and is fully aware of the inherent health risks of such travel and activities. The Undersigned assumes full responsibility for any and all injuries or damages from participating in said endeavors and activities and facility use, which may occur during their stay. That the execution of this Release, Waiver and Assumption of Risk is continuing in nature, that it is his/her/their free and voluntary act. His/her/their decision to participate in participating endeavors and activities at AMEN House \is at the individual's own discretion, and that he/she/they is under no duress or undue influence.

Signature below verifies that each of the undersigned has read and fully understands the foregoing and further certifies that the information provided in his or her entry forms is true and complete:

Signature

Date

Printed Name

Group Name

Parent/guardian's signature is required if participant is a minor.

Permission for Video and Pictures

The participant and guardian do hereby grant and convey unto AMEN St. Louis all right, title, and interest in any and all photographic images and video or audio recordings made by or at the request of AMEN St. Louis during the group's stay, including but not limited to any royalties, proceeds, or other benefits derived from such photographs or recordings.

Signature

Date

Parent/guardian's signature is required if participant is a minor.



Medical Release, Page 1 - 1 Per Participant
Oak Hill Presbyterian Church DBA AMEN St. Louis

Medical Information

Name _____ Gender _____

Date of Birth _____ Name of Church/Organization _____

Primary Phone _____ Secondary Phone _____

Email address _____

Address _____

City _____ State _____ Zip _____

Covered by health insurance? YES / NO

If YES:

Insurance company _____

Carrier: _____ Policy # _____ Group# _____

Physician _____ Phone _____

Does your insurance carrier require a second opinion before emergency procedures are taken? YES / NO

If NO:

I am aware that _____ (participant) is not covered by a health insurance plan. I will assume responsibility for any health related expenses during his or her participation with AMEN St. Louis.

Signature: _____

Up to date on immunizations required by school (up to age 21)? YES / NO

Date of last TETANUS shot _____

Allergies (food, medication, insect bites, etc.) _____

Please list any physical or behavioral conditions that the program staff should be aware of:

Current medications _____



Medical Release, Page 2

Emergency Contact

Name _____ Relationship _____

Primary Phone _____ Secondary Phone _____

Medical Release

I, the undersigned, hereby state the above to be true and accurate to the best of my knowledge. IN CASE OF EMERGENCY, I give my permission to the AMEN House Staff to select a physician or hospital, in order to secure proper treatment, to hospitalize and to order injections, anesthesia or surgery for the above named participant.

Signature

Date

Parent/guardian's signature is required if participant is a minor.



Minor Volunteer Waiver - 1 Per Participant UNDER 18

Oak Hill Presbyterian Church DBA AMEN St. Louis

AMEN St. Louis works with non-profit agencies, schools, churches and other organizations to provide service opportunities. Many of our agencies require parental permission for those under the age of 18. Signing below gives permission for youth participants to work at all of the agencies to which AMEN St. Louis sends participants.

Name of participant _____ DOB ___/___/_____

Address _____

City _____ State _____ Zip Code _____

Name of church or group _____

Group Leader(s) Names _____

For those under 18 not traveling with their legal guardian:

I give _____ (minor participant) my permission to serve in the agencies in which AMEN St. Louis sends participants. I understand and assume the risk and agree to not hold these agencies, their employees or volunteers liable for injury or illness.

In addition, if one of the agencies needs a signed form on file, I agree that

(adult group leaders) can sign on my behalf.*

Signature

Date

This form must be signed by a guardian/parent.

*Please include the names of ALL adult group leaders who will be present on the trip.