

First Presbyterian Church  
Green Bay, WI

LIABILITY RELEASE 2023

for Minors

I, the undersigned parent(s) or legal guardian(s) for \_\_\_\_\_,  
forever discharge and agree to hold harmless First Presbyterian Church and the representatives thereof, from any and all  
liability, claims, or demands for personal injury, sickness or death, as well as property damage and expenses of any nature  
whatsoever, which many be incurred by my child in the course of participation in any events and/or activities for the year  
beginning January 1, \_\_\_\_\_ and ending December 31, \_\_\_\_\_.

Furthermore, I agree to assume all responsibility for any of the previously mentioned occurrences. I give authorization for  
the Church to provide all necessary food, transportation, and lodging as applicable.

I give my permission for my child to participate in the aforementioned ministries, permission for my child to be  
photographed during these ministries, and for the Church to use those photographs for the sole purpose of furthering  
ministry (decorating our bulletin boards, website, and other Church publications).

I give my consent for the aforementioned child to ride in a designated vehicle of First Presbyterian Church driven by an  
adult leader for any specific event within the aforementioned ministries that are off-site of church property.

Finally, I give my permission for any representative for the Church to obtain necessary medical treatment for our child. I  
assume responsibility for any medical bills incurred. Should my child have to return home before the group for medical or  
disciplinary reasons, I hereby assume any costs incurred. I agree with the Church Policy on Participant Discipline as  
presented in the Guidelines For Protection Of Minors outlined in the Church Policy Manual.

\_\_\_\_\_  
Print Child's Full Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City:

\_\_\_\_\_  
State:

\_\_\_\_\_  
Zip:

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Doctor Name/Phone

\_\_\_\_\_  
School/Grade

\_\_\_\_\_  
Other Emergency Contact/Relationship/Phone

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Insurance Company/Policy Holder/Number/Phone

\_\_\_\_\_  
Physical Limitation/Allergies/Medications:  
\_\_\_\_\_  
\_\_\_\_\_

## **Important Information – Please Read Before Signing:**

**On-Site Events:** The adult/minor ration shall be no more than the minimum for the age brackets in the table that follows: (Note: at least one (1) adult must be at least 21 years of age. Adult refers to leaders on the event.) Additionally, for mixed aged groups, the ratio shall be calculated using the “Point Value” for each child participating. The sum of these points shall not exceed 60 points per adult.

<u>Age of Children</u>	<u>Adult/Minor Ratio</u>	<u>Point Value/Child</u>
Birth-2 Years	1:4	15
2 years - 3 ½ years	1:6	10
3 ½ years – 5 <sup>th</sup> Grade	1:10	6
6 <sup>th</sup> Grade – 18 years	1:15	4

Those working with minors shall observe the “two person rule” or the “open door policy.” The “two person rule” requires those employees, volunteers, and supervisors to make every reasonable effort to avoid situations where an employee or volunteer worker is alone with a minor(s) without a partner employee, volunteer, or supervisor. In addition, the “open door policy” requires the door to be open to the room, or, the doors have an unobstructed window. The exception to the “two person rule” is a situation in which the contact occurs in a public place and other persons are in and out of the areas where the adult is working with the minor(s), or, having written parental permission. The “two person rule” will be mandatory for all employees and volunteers working with nursery through senior high school age children.

**Off-Site Events:** The adult/minor ratio shall be one (1) adult for every five (5) minors. At least one (1) adult must be at least 21 year of age. (Adult refers to leaders of the event.) At least two (2) adults shall supervise groups of minors on off-site events, except when transporting children and youth to events in private vehicles, there may be one (1) adult in the vehicle with two (2) or more children. This “two person rule” does not apply in parent- child relationships. **Notification of Event forms shall be used for all off-site events. The Notification of Events form will indicate the specific nature of the event or program, the exact date(s), time(s), and location(s) of the event, and the type of adult leadership that will be provided.** Off-Site events or programs are not offered to minors 0-3 years of age.

**Overnight Events – On and Off-Site:** The adult/minor ratio shall be one (1) adult for every five (5) minors. At least one (1) adult must be at least 21 years of age. (Adult refers to leaders of the event.) Sleeping arrangements will be separated by gender. Females in one room and males in a different room. Female chaperones with females and male chaperones with males. Only members of the minors (youth) group, and age-appropriate friends that have been approved by the leaders and the Director of Christian Education, may attend overnight events. The Director of Christian Education will always have the final approval concerning the attendance of age-appropriate friends. Leaders for overnight events must give their full attention to the members of the group. Therefore, only members, approved friends, and the leaders shall participate in these events. Chaperones must be aware of location of all minors (youth) at all times during any on-site or off-site event. If a participant must take medication, the leader must be made aware if the minor (youth) will require assistance with the medication such as refrigeration or if food is needed to be taken with medication.

**Participant Discipline:** Minor(s) who are participating in a Church event are expected to maintain appropriate behavior at all times. In cases on inappropriate behavior, intimidating or hostile communication or action, or other suspicious activities, the leader(s) of the event may take appropriate action to correct the situation. Appropriate action includes the searching of person belongings as deemed necessary. If such searching action is undertaken, an additional adult will observe and witness the action. Serious behavior problems with event participants may necessitate their dismissal from the event. In such cases, the parents or a legal guardian of the participant will be notified immediately so that arrangements can be made to remove the participant. All costs with this necessary action will be the sole responsibility of the parents or legal guardian of the participant.