

INSTRUCTIONS FOR COMPLETING LIABILITY FORMS

In an effort to increase efficiency, the forms may be filled out digitally. However, the forms need a “wet” signature, which means *the parent or guardian must physically sign the forms with blue or black ink*. We cannot accept a digital signature.

All liabilities are due no later than **May 18, 2018**.

INSTRUCTIONS FOR PARENTS:

(You may forward the “Parental/ Guardian Consent Form and Liability Waiver” PDF file to your participants’ parents.)

1. Open the PDF file or use a printout provided by group leader
2. Complete the form
3. Information that is **REQUIRED** includes:
 - a. name of minor
 - b. name(s) of parent(s)/guardian(s)
 - c. contact information
 - d. individual in charge (group leader)
 - e. mode of transportation to and from the event (e.g. charter bus, church van, parent drivers, etc.)
 - f. birth date
 - g. emergency contact information
 - h. medical conditions, including allergies
 - i. information on medications – see instructions at top of page 3
 - j. page 3 must have the yes/no questions answered about notification and medication administration
4. These fields are **required** and if a participant’s form is incomplete or incorrect in these required fields, the participant may not attend the conference until a complete liability is submitted
5. Print form (if using PDF file)
6. Sign pages 1 and 3 (blue or black ink - be sure to sign both pages)
7. Return to group leader

INSTRUCTIONS FOR CHAPERONES - all adults attending with your group (including priests):

(You may forward the “Adult Liability Waiver” PDF file to your adult attendees.)

1. Open the attached file
2. Complete all fields
3. Print form
4. Sign form (blue or black ink)
5. Return to group leader

INSTRUCTIONS FOR GROUP LEADERS - HOW TO RETURN FORMS:

- Review all forms for required fields and completion

- Common missing information: Parental/ Guardian Consent Form and Liability Waiver *MUST HAVE COMPLETED*:
 - Birthdate, including year
 - ink signatures on page 1 AND 3
 - medication information if question at bottom of page 2 is checked “yes” for currently taking medication
- Incomplete forms will not be accepted
- Paper forms must be mailed to our office (*DO NOT* scan/email or fax forms)
- Please staple each Parent/Guardian 3-page form
- Alphabetize all forms by last name (including both youth and adult forms)
- Group leader should make copies to have on-site during conference

Mail forms to:
Archdiocese of Denver
1300 S. Steele St.
Denver, CO 80210
Attn: SOR 2018

We recommend you set your liability due date at least one week prior to May 18th so that you have time to review forms, collect missing information, and make copies prior to mailing the forms.

Additional group forms (including t-shirt order, priest information, final payments form, bus driver form, housing form) will be posted on our website <http://archden.org/eflm/youth-ministry/steubenville/> or sent in a separate email.

All forms and final payments must be received by mail in our office by **May 18, 2018. Any payments received after the May 18th deadline, will be assessed a 10% late fee on the remaining balance.**

Please contact our office if you have any questions.