



# Dioceesan Forms

What's What and Why They're Important

# Why are forms important?

You play a crucial role in organizing and facilitating events and activities for minors within your community. Overall, these permission forms are essential tools for ensuring the safety, well-being, and legal compliance of the youth activities you organize as a youth minister. They help establish clear communication, manage risks, and protect both you and the participants from potential legal issues.



# Why are forms important?

Parental Consent: The forms ensure that you have explicit permission from the parents or legal guardians for their children to participate in the events you organize. This helps establish trust and clear communication between you, the parents, and the youth participants.



# Why are forms important?

Medical Information and Emergency Care: By gathering information about any medical conditions or allergies the participants may have, you can better prepare to handle medical emergencies during the event. The forms also ensure that you have parental consent to seek emergency medical treatment if necessary, minimizing any legal risks associated with providing care to minors.



# Why are forms important?

## Medical Information and Emergency Care (continued):

For example, if a parent discloses a peanut allergy or a physical handicap we are able to provide snacks devoid of peanuts or make accommodations for the physical handicap for the event that will keep all involved safe and healthy.

Parents are not required to divulge any information if they don't wish to. If they do, any medical information is to remain confidential.



# Why are forms important?

Media Release: Many events involve photography or videography for documentation or promotional purposes. The media release section of the form allows parents to grant or deny permission for their child's image or likeness to be used in diocesan media. Respecting parents' wishes in this regard is essential for maintaining trust and privacy.



# Why are forms important?

Liability Waiver and Assumption of Risk: These sections are crucial for protecting both you and the Diocese from legal liability in case of accidents or injuries during the event. By having parents acknowledge and accept the risks associated with participation, you can mitigate potential legal issues that may arise.



# Why are forms important?

Compliance with Policy & Regulations: As a youth minister, you must ensure that all activities you organize comply with relevant policies and regulations, especially those related to child safety and consent. These permission forms help demonstrate that you are taking necessary precautions and acting responsibly in your role.





# Why are forms important?

Clear Communication and Documentation: Having parents sign these forms provides clear documentation of their consent and understanding of the risks involved in youth activities. In the event of any disputes or misunderstandings, having written consent forms can help protect you and the Diocese.



# Types of Forms

- Annual Permission Forms
- General Liability Forms (For Adults & For Minors)
- Event Permission Forms (For Adults & For Minors)

These are not interchangeable. One must be collected for each individual for each specific event.



# What Do They Cover?

- Permission
- Waiver and Release
- Assumption of Risk
- Emergency Medical Care
- Emergency Contacts
- Media Release
- Minors
- General Provisions



# Permission

Permissions grant a parent or guardian's consent for a minor to participate in activities or events organized by a parish or the Diocese.



# Waiver and Release

Waivers and releases essentially absolve the Diocese from liability for any harm, injury, illness, or damage that may occur to the participant (usually a minor) or their parent or guardian during the event or activity, including matters related to COVID-19. These releases emphasize that the participant or their guardian understands the risks involved and agrees to hold the Diocese harmless to the fullest extent permitted by Oklahoma law.



# Assumption of Risk

Assumptions of risk essentially declare that the parent or participant acknowledges the inherent risks associated with participating in the activities or event, especially those that are potentially high-risk such as sports. The individual or parent acknowledges their understanding of the risks involved and voluntarily assumes these risks on behalf of themselves or their child, regardless of any negligence on the part of the organizing entity.



# Emergency Medical Care

Emergency medical care provisions are clauses included in consent forms or waivers for events or activities, especially those involving minors, to address situations where immediate medical attention may be necessary. These provisions outline procedures, permissions, and responsibilities regarding emergency medical treatment. Overall, they aim to ensure that participants receive prompt and appropriate medical attention in the event of an emergency while clarifying the responsibilities of both the organizing entity and the participant or their guardian. These provisions help mitigate risks and ensure the safety and well-being of all participants during the event or activity.



## Emergency Medical Care (continued).

We are not authorized to contact anyone other than the individual listed as an emergency contact. The Church does not get into family politics or legal matters. If they want more than one person on the list for contacting in an emergency, they must be listed. We may know family members of attendees, but unless explicitly stated, we are not authorized to contact them.





# Emergency Contacts

Emergency contact provisions in consent forms or waivers for events or activities, particularly those involving minors, serve to ensure that organizers have access to necessary information on how to handle emergencies effectively. Overall, emergency contact provisions aim to facilitate timely communication and decision-making in emergencies, ensuring the safety and well-being of participants during events or activities. They provide organizers with essential information and authorization to act swiftly and effectively in response to unforeseen circumstances.



# Media Release

Media release provisions in consent forms or waivers grant permission for parishes or the Diocese to use images and likeness of participants captured during the event for promotional or other purposes. Overall, they aim to ensure transparency and obtain consent for the use of participants' images and likeness in promotional materials or other media by the Diocese. Participants or their guardians are given the choice to grant permission or opt-out based on their preferences regarding the use of their image.



# Minors

Sections regarding minors in consent forms or waivers address the responsibilities and obligations of parents or guardians in ensuring the compliance and well-being of minors participating in events or activities. These sections aim to ensure the safety, well-being, and compliance of minors participating in events or activities organized by the parish or Diocese, while also clarifying the responsibilities and consequences for parents or guardians in overseeing their minors' participation.



# General Provisions

General provisions aim to establish a clear, comprehensive, and legally binding agreement between the parties involved in the event or activity. They address key aspects such as the entirety of the agreement, the governing law and venue for disputes, and the independence and severability of individual provisions.



# Annual Permission Form



DIOCESE of TULSA  
and Eastern Oklahoma

12300 E. 91st St. South, Broken Arrow, OK 74012  
P.O. Box 690240, Tulsa, OK 741 69-0240

First and Last Name of Participant: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## ANNUAL PERMISSION FORM & GENERAL RELEASE FOR MINORS: RELIGIOUS EDUCATION & YOUTH ACTIVITIES

Welcome! The Roman Catholic Diocese of Tulsa & Eastern Oklahoma ("Diocese") strives to provide religious formation to all the minors entrusted into its care, including your son or daughter ("Participant"), as part of its religious mission to assist parents in fulfilling their sacred vocation to form each child as a disciple of Jesus Christ (cf. *Catechism of the Catholic Church*, n. 2201-203; 2221-231). As you, the custodial parent and/or legal guardian ("Parent"), desire for the Participant to receive such formation from the Diocese and engage in religious formation, youth events, or similar activities ("Activities") at \_\_\_\_\_ ("Parish"), a part of the Diocese, this "Annual Permission Form & General Release: Religious Education & Youth Activities" ("Permission Form") has been provided to assist the Diocese in serving the Participant and the Parent. This Permission Form is effective as of the date indicated below ("Effective Date") with a term of twelve consecutive months or until a new permission form or equivalent is executed ("Term").

**1. Permission:** The Parent, as the custodial parent and/or legal guardian of the Participant, grants permission for the Participant to partake in the Activities to be held at the Parish for the Term. Parent understands these Activities are held on a routine basis to be determined by the Parish. The Parish may provide more information on the specific details of the Activities available.

**2. Emergency Medical Care:** The Parent hereby certifies that, to the best of his or her knowledge, the Participant is physically able to participate in the Activities. If the situation arises that the Participant is in need of immediate emergency care, in the sole discretion of the Parish, the Parent consents to the Participant receiving emergency medical treatment. The Parent accepts full responsibility for any and all costs associated with the medical care of the Participant. If the Parent is aware of any medical conditions, e.g., food or other allergies, adverse reactions, disabilities, or other condition of the Participant that the Parent believes should be disclosed to the Parish in order to care for the Participant while entrusted into parochial care, the Parent may list and explain as follows:

\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**3. Media Release:** The Parent understands that Activities may be photographed, videotaped, or recorded and hereby grants permission to the Diocese to use the image and likeness of the Participant, in the sole discretion of the Diocese, in any and all diocesan media. Parties agree that compensation for the image and likeness of the Participant is limited to the adequate and valuable consideration described herein. Certain events, e.g., the Holy Mass and other large scale events, should be considered public events. Whether the Parent consents to this Media Release does not affect the ability of the Participant to engage in the Activities. The Parent consents to this Media Release unless otherwise marked to the contrary:  I do not consent to this Media Release.

**4. Waiver and Release:** Parent hereby releases, forever discharges, and agrees to hold harmless the Diocese, including its successors, assigns, affiliates, directors, officers, employees, and agents, from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from any matter related to the Participant engaging in or otherwise participating in the Activities, including any and all matters related to COVID-19, except to the extent arising out of the gross negligence or intentional misconduct of the Diocese. Parent acknowledges and understands that Parent is releasing the Diocese from any and all liability for injury, illness, death, or property damage resulting from any matter related to the Participant engaging in the Activities to the fullest extent permitted by Oklahoma law.

**5. Assumption of Risk:** Parent hereby acknowledges the risks, including all risks associated with potentially high-risk activities, e.g., sports, of having the Participant involved in any way in the Activities and hereby expressly assumes any and all risk of injury, illness, and harm associated with the Participant engaging in the Activities. 1



DIOCESE of TULSA  
and Eastern Oklahoma

12300 E. 91st St. South, Broken Arrow, OK 74012  
P.O. Box 690240, Tulsa, OK 741 69-0240

**6. Minors:** Parent hereby agrees and understands that all provisions of this Permission Form, including but not limited to, **Section 4** and **Section 5** of this Permission Form, are also made on behalf of the Participant, a minor, entrusted to their care, to the fullest extent permitted by Oklahoma law. Parent agrees to help, assist, explain, and stress the importance of any rules, guidelines, or behavioral standards of the Parish to the Participant, as age appropriate. In addition to any parochial policy, the Diocese does not permit the Participant to (a) possess, obtain, use, or abuse alcohol, tobacco, or any other illegal substances; or (b) possess, obtain, or use a weapon of any kind, including pocket knives. Parent understands that violation of either parochial or diocesan standards may result in discipline including and up to being prohibited from attending or otherwise engaging in Activities.

**7. General Provisions:** This Permission Form contains the entire agreement and understanding between the Diocese and the Parent and supersedes all prior and contemporaneous agreements and understandings. The provisions of this Permission Form are independent of and severable from each other, and no provision will be affected or rendered invalid or unenforceable by virtue of the fact that for any reason any other or others of them may be invalid or unenforceable in whole or in part. This Permission Form is governed by the laws of the State of Oklahoma. Parent agrees, in the event of a dispute regarding this Permission Form, venue is proper in a Court of competent jurisdiction in Tulsa County, Oklahoma, and Parent waives any objection to such venue. The paragraph or section headings herein are for convenience only and do not define, limit, or construe any contents of such paragraphs or sections. The Diocese is an Oklahoma not for profit corporation sole.

I, the undersigned Parent, certify that I have read this Permission Form in its entirety, that this is a legally binding waiver and release of liability, and that I am at least eighteen (18) years of age. I sign this Permission Form voluntarily and of my own free will on my behalf and on behalf of the Participant under my care. I understand that this Permission Form is **mandatory** for the participation of the Participant under my care in the Activities of the Diocese.

Printed Name of Parent \_\_\_\_\_

Signed Name of Parent \_\_\_\_\_

Date Signed ("Effective Date") \_\_\_\_\_

Telephone Number of Parent \_\_\_\_\_

*Document Retention Policy: Diocesan entities are required to store and otherwise retain this document for a period of two (2) years from the year the minor listed herein reaches the age of eighteen (18) years old. A digital copy of this document is sufficient for the purposes of this retention policy. This document, hardcopy or digital, may be provided to the Chancery for storage at the discretion of the diocesan entity.*



# Annual Permission Form

The Annual Permission Form grants permission for the participant to engage in religious formation and youth activities held at the Parish for a twelve-month term, outlining that the parent understands the routine nature of these activities. These cannot be used for any event outside the parish or school. Not even Diocesan or Youth Office events.

The form also covers the following:

- Permission for Activities
- Emergency Medical Care
- Media Release
- Waiver and Release of Liability
- Assumption of Risk
- Provisions for Minors
- General Provisions



# General Liability Release for Adult Participants & for any Minors Under Their Care



DIOCESE of TULSA  
and Eastern Oklahoma

12300 E. 91st St. South, Broken Arrow, OK 74012  
P.O. Box 690240, Tulsa, OK 74169-0240

First and Last Name of Participant: \_\_\_\_\_

## GENERAL LIABILITY RELEASE FOR ADULT PARTICIPANTS & FOR ANY MINORS UNDER THEIR CARE

This GENERAL LIABILITY RELEASE FOR ADULT PARTICIPANTS & FOR ANY MINORS UNDER THEIR CARE ("Release"), is made and entered into by and between \_\_\_\_\_, a part of the Roman Catholic Diocese of Tulsa & Eastern Oklahoma, an Oklahoma not for profit corporation sole (together the "Diocese"), and the undersigned party ("Releasor"). The Diocese and Releasor may be referred to herein each as a "Party" or collectively as the "Parties." This Release is effective as of the date listed below ("Effective Date"). The Diocese is providing a service, event, or activity, \_\_\_\_\_ ("Event") and the Releasor desires to be present and be involved, and, if applicable, have any minor(s) under their care present and be involved, in the Event. NOW THEREFORE, for the adequate and valuable consideration described herein, the Diocese and the Releasor hereby agree as follows:

- Waiver and Release:** The Releasor hereby releases, forever discharges, and holds harmless the Diocese, and its successors, assigns, affiliates, directors, officers, employees, and agents, from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from the involvement of the Releasor in the Event, including all matters related to COVID-19, except to the extent arising out of the gross negligence or intentional misconduct of the Diocese. Releasor acknowledges he or she is releasing the Diocese from any and all liability for injury, illness, death, or property damage resulting from the Event to the fullest extent permitted by Oklahoma law.
- Assumption of Risk:** The Releasor hereby acknowledges the risk, including any and all risks associated with potentially high-risk activities, e.g., sports, of being involved in the Event and hereby expressly assumes any and all risk of injury or harm associated with participating in the Event.
- Emergency Medical Care:** The Releasor hereby certifies that, to the best of his or her knowledge, he or she is physically able to participate in the Event. If the situation arises that the Releasor is in need of immediate emergency care and can no longer make decisions about such care, the Releasor consents to receive medical treatment as deemed advisable by the Diocese. Releasor accepts full responsibility for any and all medical costs associated with the care of the Releasor.

Emergency Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

4. **Media Release:** The Releasor understands that the Event may be photographed, videotaped, or recorded and hereby grants permission to the Diocese to use the image and likeness of the Releasor, in the sole discretion of the Diocese, in any and all diocesan media. Parties agree that compensation for the image and likeness of the Releasor is limited to the adequate and valuable consideration described herein. Certain events, e.g., the Holy Mass and other large scale events, are considered public events. Whether the Releasor consents to this Section 4 does not affect the ability of the Releasor to engage in the Event. The Releasor consents to this Section 4 unless otherwise marked to the contrary:  I do not consent to this Section 4.

5. **Minors:** As applicable, Releasor hereby agrees and understands that all provisions of this Release, including but not limited to, Section 1 and Section 2 of this Release, are also made on behalf of any minor(s) entrusted to their care to the fullest extent permitted by Oklahoma law. Parent agrees to help assist, explain, and stress the importance of any rules, guidelines, or behavioral standards of the Diocese to the minor(s), as age appropriate. If applicable, list the name(s) and age(s) of the minor(s): \_\_\_\_\_

6. **General Provisions:** This Release contains the entire agreement and understanding among the Parties and supersedes all prior and contemporaneous agreements and understandings. The provisions of this Release are independent of and severable from each other, and no provision will be affected or rendered invalid or unenforceable by virtue of the fact that for any reason any other or others of them may be invalid or unenforceable in whole or in part. This Release is governed by the laws of the State of Oklahoma. Parties stipulate venue is proper in a Court of competent jurisdiction in Tulsa County and each Party waives any objection to such venue. The paragraph or section titles herein are for convenience only and do not define, limit, or construe any contents of such paragraphs or sections.

I, the undersigned Releasor, certify that I have read this Release in its entirety, that I am aware this is a waiver and release of liability and a legally binding contract, and that I am at least eighteen (18) years of age. I sign this Release voluntarily and of my own free will on my behalf and on behalf of any minors under my care and supervision. I understand that this Release is **mandatory** to participate in the Event and for any minors under my care to participate.

Printed Name of Releasor \_\_\_\_\_

Signed Name of Releasor \_\_\_\_\_

Date Signed ("Effective Date") \_\_\_\_\_

*Document Retention Policy: Diocesan entities are required to store and otherwise retain this document for a period of two (2) years from the year the minor listed herein reaches the age of eighteen (18) years old. A digital copy of this document is sufficient for the purposes of this retention policy. This document, hardcopy or digital, may be provided to the Chancery for storage at the discretion of the diocesan entity.*

*Office of the Chancellor & In-House Counsel • August 19, 2020 • Optional Memorial of St. John Eudes, priest*

MAIN 918-294-1904

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FAX 918-294-0920



# General Liability Release for Adult Participants & for any Minors Under Their Care

The General Liability Form for Adults establishes the terms and conditions for participation in the event, including liability waivers, risk acknowledgment, medical consent, media release, procedural matters, and agreeing to be responsible for the for the minors in their car.

These cannot be used in place of a General Liability Release Form for Minor Participant. The adult must be present for the duration of the event in order for this to be used for a minor.

The form also covers the following:

- Emergency Medical Care
- Media Release
- Waiver and Release of Liability
- Assumption of Risk
- Provisions for Minors
- General Provisions





# General Liability Release for a Minor Participant



DIocese of TULSA  
and Eastern Oklahoma

12300 E. 91st St. South, Broken Arrow, OK 74012  
P.O. Box 690240, Tulsa, OK 74169-0240

First and Last Name of Participant: \_\_\_\_\_

## GENERAL LIABILITY RELEASE FOR A MINOR PARTICIPANT

This GENERAL LIABILITY RELEASE FOR A MINOR PARTICIPANT ("Release"), is made and entered into by and between \_\_\_\_\_, a part of the Roman Catholic Diocese of Tulsa & Eastern Oklahoma, an Oklahoma not for profit corporation sole (together the "Diocese"), and the undersigned party ("Releasor"). The Diocese and Releasor may be referred to herein each as a "Party" or collectively as the "Parties." This Release is effective as of the date listed below ("Effective Date"). The Diocese is providing a service, event, or activity, \_\_\_\_\_ ("Event") and the Releasor desires for a minor under their care ("Participant") to be involved in the Event. NOW THEREFORE, for the adequate and valuable consideration described herein, the Diocese and the Releasor hereby agree as follows:

- 1. Permission:** I, the undersigned Releasor, the custodial parent and/or legal guardian of the Participant, have adequate knowledge about the Event provided by the Diocese and agree to all terms and conditions herein and hereby grant my permission for the Participant to participate in and attend the Event.
- 2. Waiver and Release:** The Releasor hereby releases, forever discharges, and holds harmless the Diocese, and its successors, assigns, affiliates, directors, officers, employees, and agents, from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from the involvement of the Participant in the Event, including all matters related to COVID-19, except to the extent arising out of the gross negligence or intentional misconduct of the Diocese. Releasor acknowledges he or she is releasing the Diocese from any and all liability for injury, illness, death, or property damage resulting from the Event to the fullest extent permitted by Oklahoma law.
- 3. Assumption of Risk:** Releasor hereby acknowledges the risks, including all risks associated with potentially high-risk activities, e.g., sports, of having the Participant involved in any way in the Event and hereby expressly assumes any and all risk of injury, illness, and harm associated with the Participant engaging in the Event.
- 4. Emergency Medical Care:** The Releasor hereby certifies that, to the best of his or her knowledge, the Participant is physically able to participate in the Event. If the situation arises that the Participant is in need of immediate emergency care, in the sole discretion of the Diocese, the Releasor consents to the Participant receiving emergency medical treatment. The Releasor accepts full responsibility for any and all costs associated with the medical care of the Participant. If the Releasor is aware of any medical conditions, e.g., food or other allergies, adverse reactions, disabilities, or other condition of the Participant that the Releasor believes should be disclosed to the Diocese in order to care for the Participant while entrusted into diocesan care, the Releasor may list and explain as follows:  
\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**5. Media Release:** The Releasor understands that the Event may be photographed, videotaped, or recorded and hereby grants permission to the Diocese to use the image and likeness of the Participant, in the sole discretion of the Diocese, in any and all diocesan media. Parties agree that compensation for the image and likeness of the Participant is limited to the adequate and valuable consideration described herein. Certain events, e.g., the Holy Mass and other large scale events, should be considered public events. Whether the Releasor consents to this Media Release does not affect the ability of the Participant to engage in the Event. The Releasor consents to this Media Release unless otherwise marked to the contrary:  I do not consent to this Media Release.

**6. Minors:** Releasor hereby agrees and understands that all provisions of this Permission Form, including but not limited to, Section 2 and Section 3 of this Permission Form, are also made on behalf of the Participant, a minor, entrusted to their care, to the fullest extent permitted by Oklahoma law. Releasor agrees to help assist, explain, and stress the importance of any rules, guidelines, or behavioral standards of the Diocese to the Participant, as age appropriate. In addition to any parochial policy, the Diocese does not permit the Participant to (a) possess, obtain, use, or abuse alcohol, tobacco, or any other illegal substances; or (b) possess, obtain, or use a weapon of any kind.

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DIocese of TULSA  
and Eastern Oklahoma

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P.O. Box 690240, Tulsa, OK 74169-0240

including pocket knives. Releasor understands that violation of either parochial or diocesan standards may result in discipline including and up to being prohibited from attending or otherwise engaging in the Event.

**7. General Provisions:** This Release contains the entire agreement and understanding among the Parties and supersedes all prior and contemporaneous agreements and understandings. The provisions of this Release are independent of and severable from each other, and no provision will be affected or rendered invalid or unenforceable by virtue of the fact that for any reason any other or others of them may be invalid or unenforceable in whole or in part. This Release is governed by the laws of the State of Oklahoma. Parties stipulate venue is proper in a Court of competent jurisdiction in Tulsa County and each Party waives any objection to such venue. The paragraph or section titles herein are for convenience only and do not define, limit, or construe any contents of such paragraphs or sections.

I, the undersigned Releasor, certify that I have read this Release in its entirety, that I am aware this is a waiver and release of liability and a legally binding contract, and that I am at least eighteen (18) years of age. I sign this Release voluntarily and of my own free will on my behalf and on behalf of the Participant. I understand that this Release is **mandatory** for the Participant to be able to participate in the Event.

Printed Name of Releasor \_\_\_\_\_

Signed Name of Releasor \_\_\_\_\_

Date Signed ("Effective Date") \_\_\_\_\_

Telephone Number of Releasor \_\_\_\_\_

*Document Retention Policy: Diocesan entities are required to store and otherwise retain this document for a period of two (2) years from the year the minor listed herein reaches the age of eighteen (18) years old. A digital copy of this document is sufficient for the purposes of this retention policy. This document, hardcopy or digital, may be provided to the Chancery for storage at the discretion of the diocesan entity.*

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# General Liability Release for a Minor Participant

The General Liability Release for a Minor Participant establishes the terms and conditions for the minor participant's participation in the event, including liability waivers, risk acknowledgment, medical consent, media release, and procedural matters.

These are only to only be used for a youth's one off involvements in a parish activity, like youth group, RE class, etc. These cannot be used in place of an Annual Permission Form or Event Permission Form. The parent signing isn't required to be onsite, but they must be the legal guardian.

The form also covers the following:

- Permission for Activities
- Emergency Medical Care
- Media Release
- Waiver and Release of Liability
- Assumption of Risk
- Provisions for Minors
- General Provisions



# Local Field Trips, Off-Site Events & Pilgrimages for Adult Participants & For Any Minors Under Their Care: Information & Permission Form



DIOCESE of TULSA  
and Eastern Oklahoma

12300 E. 91st St. South, Broken Arrow, OK 74012  
P.O. Box 690240, Tulsa, OK 74169-0240

First and Last Name of Participant: \_\_\_\_\_

## LOCAL FIELD TRIPS, OFF-SITE EVENTS & PILGRIMAGES FOR ADULT PARTICIPANTS & FOR ANY MINORS UNDER THEIR CARE: INFORMATION & PERMISSION FORM

The following Permission Form is information about a local field trip, off-site event, pilgrimage, conference, or other similar event ("Event") as provided by a Diocesan Entity, a part of the Roman Catholic Diocese of Tulsa & Eastern Oklahoma ("Diocese"), for adults ("Participant") and for any minors under the care of the Participant, as applicable (e.g., parents and children attending the same Event).

### EVENT INFORMATION *(To be filled out by the pastor, his delegate, or Chancery employee)*

Name of the Diocesan Entity hosting the Event: \_\_\_\_\_

Name of place to be visited: \_\_\_\_\_

Address/Location: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Educational/Formational purpose of the Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time leaving: \_\_\_\_\_ Returning: \_\_\_\_\_

Cost: \$ \_\_\_\_\_ Pack a Meal:  Yes  No (Included in price or not part of the trip)

Transportation provided by: \_\_\_\_\_

Field Trip Coordinator(s): \_\_\_\_\_

Other Important Information: \_\_\_\_\_

### PERMISSION FORM & GENERAL RELEASE

**1. Emergency Medical Care:** The undersigned Participant hereby certifies that, to the best of his or her knowledge, he or she is physically able to participate in the Event. If the situation arises that the Participant is in need of immediate emergency care, and the Participant is unable to consent to medical care, the Participant consents to receiving emergency medical treatment at the sole discretion of the Diocese. The Participant accepts full responsibility for any and all costs associated with his or her the medical care. If the Participant is aware of any medical conditions, e.g., food or other allergies, adverse reactions, disabilities, or other condition that the Participant believes should be disclosed to the Diocese the Participant may list and explain as follows:

Emergency Contact Name: \_\_\_\_\_ Emergency Contact Telephone Number: \_\_\_\_\_

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**2. Media Release:** The Participant understands that the Event may be photographed, videotaped, or recorded and hereby grants permission to the Diocese to use the image and likeness of the Participant, in the sole discretion of the Diocese, in any and all diocesan media. Parties agree that compensation for the image and likeness of the Participant is limited to the adequate and valuable consideration described herein. Certain events, e.g., the Holy Mass and other large scale events, should be considered public events. Whether the Participant consents to this Media Release does not affect the ability of the Participant to engage in the Event. The Participant consents to this Media Release unless otherwise marked to the contrary:  I do not consent to this Media Release.

**3. Waiver and Release:** Participant hereby releases, forever discharges, and agrees to hold harmless the Diocese, including its successors, assigns, affiliates, directors, officers, employees, and agents, from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from any matter related to the Participant engaging in or otherwise participating in the Event, including any and all matters related to COVID-19, except to the extent arising out of the gross negligence or intentional misconduct of the Diocese. Participant acknowledges and understands that he or she is releasing the Diocese from any and all liability for injury, illness, death, or property damage resulting from any matter related to the Participant engaging in the Event to the fullest extent permitted by Oklahoma law.

**4. Assumption of Risk:** Participant hereby acknowledges the risks, including all risks associated with potentially high-risk activities, e.g., sports, of being involved in any way in the Event and hereby expressly assumes any and all risk of injury, illness, and harm associated with the Participant engaging in the Event.

**5. Minors:** As applicable, Participant hereby agrees and understands that all provisions of this Permission Form, including but not limited to, Section 3 and Section 4 of this Permission Form, are also made on behalf of any minor(s) under their care to the fullest extent permitted by Oklahoma law. Participant agrees to help assist, explain, and stress the importance of any rules, guidelines, or behavioral standards of the Diocesan Entity to the minor(s) under their care, as age appropriate. If applicable, list the name(s) and age(s) of the minor(s): \_\_\_\_\_

**6. General Provisions:** This Permission Form contains the entire agreement and understanding between the Diocese and the Participant and supersedes all prior and contemporaneous agreements and understandings. The provisions of this Permission Form are independent of and severable from each other, and no provision will be affected or rendered invalid or unenforceable by virtue of the fact that for any reason any other or others of them may be invalid or unenforceable in whole or in part. This Permission Form is governed by the laws of the State of Oklahoma. Parent agrees, in the event of a dispute regarding this Permission Form, venue is proper in a Court of competent jurisdiction in Tulsa County, Oklahoma, and Parent waives any objection to such venue. The paragraph or section headings herein are for convenience only and do not define, limit, or construe any contents of such paragraphs or sections. The Diocese is an Oklahoma not for profit corporation sole.

I, the undersigned Participant, certify that I have read this Permission Form in its entirety, that this is a legally binding waiver and release of liability, and that I am at least eighteen (18) years of age. I sign this Permission Form voluntarily and of my own free will on my behalf and on behalf of any minors under my care. I understand that this Permission Form is **mandatory** for my participation and the participation of any minors under my care in the Event.

Printed Name of Participant

Signed Name of Participant

Date Signed ("Effective Date")

*Document Retention Policy: Diocesan entities are required to store and otherwise retain this document for a period of two (2) years from the Effective Date. A digital copy of this document is sufficient for the purposes of this retention policy. This document, hardcopy or digital, may be provided to the Chancery for storage at the discretion of the diocesan entity.*

MAIN 918-294-1904

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FAX 918-294-0920



# Local Field Trips, Off-Site Events & Pilgrimages for Adult Participants & For Any Minors Under Their Care: Information & Permission Form

This permission form for local field trips, off-site events, pilgrimages, and conferences serves as a legally binding waiver and release of liability, ensuring that both the participant and any minors under their care understand and agree to the terms and conditions of participation in the event.

These cannot be used in place of a Event Permission Form for Minor Participant. The adult signing must be present for the duration of the event in order for this to be used for a minor.

The form also covers the following:

- Event Information
- Emergency Medical Care
- Media Release
- Waiver and Release of Liability
- Assumption of Risk
- Provisions for Minors
- General Provisions

# Local Field Trips, Off-Site Events & Pilgrimages for a Minor Participant: Information & Permission Form



DIOCESE of TULSA  
and Eastern Oklahoma

12300 E. 91st St. South, Broken Arrow, OK 74012  
P.O. Box 690240, Tulsa, OK 74169-0240

First and Last Name of Participant: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## LOCAL FIELD TRIPS, OFF-SITE EVENTS & PILGRIMAGES FOR MINORS INFORMATION & PERMISSION FORM

The following Permission Form is information about a local field trip, off-site event, pilgrimage, conference, or other similar event ("Event") as provided by a Diocesan Entity, a part of the Roman Catholic Diocese of Tulsa & Eastern Oklahoma ("Diocese") for minors.

### EVENT INFORMATION

*(To be filled out by the pastor, his delegate, or Chancery employee)*

Name of the Diocesan Entity hosting the Event: \_\_\_\_\_

Name of place to be visited: \_\_\_\_\_

Address/Location: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Educational/Formational purpose of the Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time leaving: \_\_\_\_\_ Returning: \_\_\_\_\_

Cost: \$ \_\_\_\_\_ Pack a Meal:  Yes  No (Included in price or not part of the trip)

Transportation provided by: \_\_\_\_\_

Field Trip Coordinator(s): \_\_\_\_\_

Other Important Information: \_\_\_\_\_

### PERMISSION FORM & GENERAL RELEASE

**1. Permission:** I, the undersigned Parent, the custodial parent and/or legal guardian of the minor ("Participant"), have received, read, and understood the information about the Event described herein provided by the Diocesan Entity and agree to all terms and conditions and hereby grant my permission for the Participant to participate and attend the Event.

**2. Emergency Medical Care:** The Parent hereby certifies that, to the best of his or her knowledge, the Participant is physically able to participate in the Event. If the situation arises that the Participant is in need of immediate emergency care, in the sole discretion of the Diocesan Entity, the Parent consents to the Participant receiving emergency medical treatment. The Parent accepts full responsibility for any and all costs associated with the medical care of the Participant. If the Parent is aware of any medical conditions, e.g., food or other allergies, adverse reactions, disabilities, or other condition of the Participant that the Parent believes should be disclosed to the Diocesan Entity in order to care for the Participant while entrusted into parochial care, the Parent may list and explain as follows:

\_\_\_\_\_

\_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**3. Medication Consent:** Given the extended nature of the Event, it may be mutually agreeable to the Diocesan Entity and the Parent that the Participant bring and receive prescription medication. The Parent agrees and hereby authorizes the Diocesan Entity to administer prescription medicine to the Participant according to the terms and conditions provided below. Parent and Diocesan Entity agree that any and all prescription medications to be administered by the Diocesan Entity must be must be agreed to and arranged for in advance and must be provided in their original pharmacy container that includes the Participant's name, the name of the medication, and the instruction for administration. Parent may indicate the name and method of administration of prescription medication for the Participant:

\_\_\_\_\_

\_\_\_\_\_

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DIOCESE of TULSA  
and Eastern Oklahoma

12300 E. 91st St. South, Broken Arrow, OK 74012  
P.O. Box 690240, Tulsa, OK 74169-0240

Moreover, given the extended nature of the Event the Parent hereby consents and agrees that the Diocesan Entity may administer, in its sole discretion, non-prescription medications (e.g., Tylenol, ibuprofen, etc.) unless otherwise marked to the contrary:  I, the Parent, do not consent to the Diocesan Entity administering non-prescription medications to the Participant.

**4. Media Release:** The Parent understands that the Event may be photographed, videotaped, or recorded and hereby grants permission to the Diocese to use the image and likeness of the Participant, in the sole discretion of the Diocese, in any and all diocesan media. Parties agree that compensation for the image and likeness of the Participant is limited to the adequate and valuable consideration described herein. Certain events, e.g., the Holy Mass and other large scale events, should be considered public events. Whether the Parent consents to this Media Release does not affect the ability of the Participant to engage in the Event. The Parent consents to this Media Release unless otherwise marked to the contrary:  I do not consent to this Media Release.

**5. Waiver and Release:** Parent hereby releases, forever discharges, and agrees to hold harmless the Diocese, including its successors, assigns, affiliates, directors, officers, employees, and agents, from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from any matter related to the Participant engaging in or otherwise participating in the Event, including any and all matters related to COVID-19, except to the extent arising out of the gross negligence or intentional misconduct of the Diocese. Parent acknowledges and understands that Parent is releasing the Diocese from any and all liability for injury, illness, death, or property damage resulting from any matter related to the Participant engaging in the Event to the fullest extent permitted by Oklahoma law.

**6. Assumption of Risk:** Parent hereby acknowledges the risks, including all risks associated with potentially high-risk activities, e.g., sports, of having the Participant involved in any way in the Event and hereby expressly assumes any and all risk of injury, illness, and harm associated with the Participant engaging in the Event.

**7. Minors:** Parent hereby agrees and understands that all provisions of this Permission Form, including but not limited to, **Section 5** and **Section 6** of this Permission Form, are also made on behalf of the Participant, a minor, entrusted to their care, to the fullest extent permitted by Oklahoma law. Parent agrees to help assist, explain, and stress the importance of any rules, guidelines, or behavioral standards of the Diocesan Entity to the Participant, as age appropriate. In addition to any parochial policy, the Diocese does not permit the Participant to (a) possess, obtain, use, or abuse alcohol, tobacco, or any other illegal substances; or (b) possess, obtain, or use a weapon of any kind, including pocket knives. Parent understands that violation of either parochial or diocesan standards may result in discipline including and up to being prohibited from attending or otherwise engaging in the Event.

**8. General Provisions:** This Permission Form contains the entire agreement and understanding between the Diocese and the Parent and supersedes all prior and contemporaneous agreements and understandings. The provisions of this Permission Form are independent of and severable from each other, and no provision will be affected or rendered invalid or unenforceable by virtue of the fact that for any reason any other or others of them may be invalid or unenforceable in whole or in part. This Permission Form is governed by the laws of the State of Oklahoma. Parent agrees, in the event of a dispute regarding this Permission Form, venue is proper in a Court of competent jurisdiction in Tulsa County, Oklahoma, and Parent waives any objection to such venue. The paragraph or section headings herein are for convenience only and do not define, limit, or construe any contents of such paragraphs or sections. The Diocese is an Oklahoma not for profit corporation sole.

I, the undersigned Parent, certify that I have read this Permission Form in its entirety, that this is a legally binding waiver and release of liability, and that I am at least eighteen (18) years of age. I sign this Permission Form voluntarily and of my own free will on my behalf and on behalf of the Participants under my care. I understand that this Permission Form is **mandatory** for the participation of the Participant under my care in the Event of the Diocesan Entity.

Printed Name of Parent \_\_\_\_\_

Signed Name of Parent \_\_\_\_\_

Date Signed ("Effective Date") \_\_\_\_\_

Telephone Number of Parent \_\_\_\_\_

*Document Retention Policy: Diocesan Entities are required to store and otherwise retain this document for a period of two (2) years from the year the minor listed herein reaches the age of eighteen (18) years old. A digital copy of this document is sufficient for the purposes of this retention policy. This document, hardcopy or digital, may be provided to the Chancery for storage at the discretion of the diocesan entity.*

*Office of the Chancellor & In-House Counsel • August 19, 2020 • Optional Memorial of St. John Eudes, priest*

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TOGETHER, OUR FAITH GOES FURTHER  
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FAX 918-294-0920



# Local Field Trips, Off-Site Events & Pilgrimages for a Minor Participant: Information & Permission Form

This permission form for local field trips, off-site events, pilgrimages, and conferences for minors serves as a legally binding waiver and release of liability, ensuring that both the parent and the participant understand and agree to the terms and conditions of participation in the event.

These cannot be used in place of a Event Permission Form for Minor Participant. The adult signing must be present for the duration of the event in order for this to be used for a minor.

The form also covers the following:

- Event Information
- Permission
- Emergency Medical Care
- Media Release
- Waiver and Release of Liability
- Assumption of Risk
- Provisions for Minors
- General Provisions

- Diocese Forms
- National March for Life
- Youth Senate
- Sing Praise
- High School
- Jr High
- Campus Ministry
- Diocesan Scholarships

Diocese of Tulsa Youth Office  
Meet with the Youth Office



How long are we supposed to hold on to  
these forms?





## Document Retention Policy (for Minors):

Diocesan Entities are required to store and otherwise retain this document for a period of two (2) years from the year the minor listed herein reaches the age of eighteen (18) years old. A digital copy of this document is sufficient for the purposes of this retention policy. This document, hardcopy or digital, may be provided to the Chancery for storage at the discretion of the diocesan entity.



## Document Retention Policy (for Adults):

Diocesan entities are required to store and otherwise retain this document for a period of two (2) years from the Effective Date. A digital copy of this document is sufficient for the purposes of this retention policy. This document, hardcopy or digital, may be provided to the Chancery for storage at the discretion of the diocesan entity.



