

To host diocese/parish

When signed and stamped in color, this certifies the adults named herein have met all safe environment requirements of the Diocese of Birmingham in Alabama. For more information contact:

Office for Youth
Diocese of Birmingham
(205) 838-8301

Diocese of Birmingham in Alabama
Permit to Travel (PT-1)

Please Print Clearly

Send to: Office for Youth
PO Box 12047
Birmingham, AL 35202-2047
(205) 838-8301

Needed for travel with minors (150 miles or out of state)
Schools file form FT-1 with the Superintendent of Catholic Schools

1. Please contact the diocesan safe environment coordinator if international travel is planned (205-838-8301)
2. Read the diocesan youth protection policy before planning your trip
3. Complete this form and send it to the address above
4. Allow at least 14 days for processing
5. All youth protection training dates will be verified against diocesan records

Church _____ City _____

Purpose of Trip _____

From: _____ To (City/State): _____

Dates: ___/___/___ to ___/___/___ Estimated Mileage (Round trip) _____

Cell Phone for Group While Traveling (Include Area Code) _____

Adult Leadership

*At least one adult has a current first aid certificate and one adult has a CPR certificate

Adult in Charge While Traveling (Group Leader) Minimum Age 21:

(stamp) Name _____ Female Male Age _____
 Home Address _____
 City _____ State _____ Zip Code _____
 Phone Number(s) –with area code- _____

Attendance at Diocese of Birmingham Youth Protection 1 ___/___/___ Youth Protection 2 ___/___/___

Current First Aid Certificate Current CPR Certificate Background Check¹

Other training/experience that has prepared this adult to supervise young people and adults while traveling: _____

Other Adults (Age 21 and Over):

Name	Age	Sex	Youth Protection 1 Date	Phone	Current CPR	Current 1 st Aid.	Back. Check ¹
			___/___/___		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			___/___/___		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			___/___/___		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			___/___/___		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			___/___/___		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹Parish certifies that a criminal background check has been cleared and is on file in the parish office. Background check has been approved by the Pastor and has been conducted within 3 years.

Arrangements made for Sunday Mass: _____

- First aid kit and road safety kit (jack, fire extinguisher, etc.) in each vehicle
- Group Leader will have with him/her a signed original form CH-1 for each minor and CH-2 for each person over 18
- All adults have completed "Youth Protection 1" as conducted by Department of Catholic Education and Lifelong Formation, Diocese of Birmingham. Session completion must be within 3 years of trip
- Travel will be limited to a maximum of 500 miles (or less) per day, regardless of the number of drivers. Exception: When traveling commercially
- Traffic laws and rules of the road will be enforced at all time
- Drivers will not use cell phone or other electronic device (including navigational aid) while vehicle is moving
- Tobacco use will not be permitted while in the presence of minors
- The consumption of alcohol will not be permitted for anyone (adult or youth) during the entire trip
- Swimming will take place only when properly certified lifeguards are present *and* in-charge of swimmers. Standard youth/adult ratios apply. All adults are to observe swimmers and assist supervision
- All surf-swimmers will be instructed in how to survive undertow – before they enter the water
- All beach warnings will be obeyed The current "Guide to Safe Ministry" was used for planning

Group Description

Number Age Group

_____ 8 through 10
 _____ 11 through 14
 _____ 15 through 17
 _____ **Total Youth**

_____ Total Boys
 _____ Total Girls

_____ Male Young Adults (ages 18 through 20)
 _____ Female Young Adults (ages 18 through 20)
 _____ Male Adults (Ages 21 and over)
 _____ Female Adults (Ages 21 and over)

Group will travel by: Car
 (Check all that apply) Bus
 Train
 Airplane
 Canoe/Boat
 Van
 Foot
 Bicycle
 Other _____

Group will travel with another group with a Female or Male adult leader. This adult has met all Diocese of Birmingham rules for Youth Protection. All minors will be responsible to her/him.

Name of adult _____
 Church/city _____
 Phone(s) _____

High Risk Activities

Check here if no high risk activities

This trip will include the following high risk activities:

- Rafting, Canoeing, Swimming, Climbing, Rappelling, Sailing, Deep Water Activity,
- Parasailing, Beach, Skiing (snow or water), Boarding, Other _____

Precautions taken to ensure that high risk activities are as safe as possible:

Itinerary – Use extra paper if needed

Date	Departure City	Destination City	Mileage	Specific Overnight Location

Vehicle and Driver Information (Not Needed for Commercial Carriers)

Kind & Year of Vehicle	Driver	Owner	Passenger Capacity	MVR ¹
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

¹Parish has on file a copy of the driver record check (MVR)

- Check here if all travel will be by way of commercial carrier
- All vehicles are in good working condition with a functioning seatbelt for each passenger
- Passengers are never permitted to ride on or in a vehicle of any kind except in an approved seat with a seatbelt

Incomplete Forms Cannot be Accepted – Keep Photocopies of all Documents

This certifies that all information on this form is accurate and complete. All appropriate policies (including Youth Protection policies) of the Diocese of Birmingham have been observed in planning and will be enforced during the entire trip.

Group Leader Signature _____ Date _____

I give permission for travel as described above: **Pastor's Signature** _____

Print Pastor's Name _____ Phone _____ Date _____

Diocesan Endorsement: By _____ Phone _____

Signature _____ Date _____ (stamp)

07-2007