



## Event Planner Workbook

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*Helpful Steps to a Successful Event*

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*Hands on the Great Plains Event Planner Workbook*

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## Preface

Congratulations on your decision to reach out to your community by holding a Hands on the Great Plains event!

Planning for a community event is very important. Do not assume anything. Set realistic goals and objectives. Follow-up and follow through are key components to a successful event. Keep in mind that in event planning, the only thing that will happen for you is what your organization and committee arranges to have happen.

The biggest decision at this stage is deciding what your community needs and what type of event you want to do. Once you know what you want to do, you can then begin tackling the logistics of making it happen. Hands on the Great Plains events will be as unique and diverse as the people who organize them, but there are several basic elements that we envision being incorporated into a successful event experience. The composition of the event day will reflect an opportunity for training specific to welcoming the community, a service project that meets the needs of the community and is sustainable, and a worship/celebration component.

The following pages will provide you with information and template worksheets to guide you through the event planning process. Each Event Coordinator and/or each Local Church Organizer should keep a copy of this workbook to enable them to make changes, updates, task lists, etc. depending on their church's participation.

### **Our Hands on the Great Plains Goals:**

- To create** a community event that affects positive change
- To cluster** with other United Methodist churches to have a larger impact
- To engage** and participate with church and community volunteers
- To generate** a higher visibility for our churches and their missions
- To create** an opportunity for witness and invitation to the unchurched
- To build** a reputation that is easily recognized
- To establish** a sustainable community ministry
- To transform** the Great Plains with compassion and service

## 10 Steps to Getting Started

1. Contact UMC's in your area to find out if they are interested in clustering with your church to plan and execute a Hands on the Great Plains event in your community. If yours is the only United Methodist Church, look for other churches and community organizations with which you could partner.
2. Form a committee of representatives from all participating churches and have a lead contact person for each.
3. Meet to discuss the needs of your community and how you can help with an event. Set your goal and objectives and begin to write your event plan.
4. Decide what your event(s) will be. The Hands on the Great Plains website has links to past impact community events and Change the World events which might help you come up with ideas.
5. Discuss total cost of the event and what each church's portion will be.
6. Set date/time/place for event to take place. (The event should be outside the church walls.)
7. Set Timelines for event detailing strategies, deadlines, and update meetings.
8. Discuss logistics of the event(s).
  - a. Anticipated number of volunteers needed (church and community)
  - b. Marketing/Media needs (Newspaper? Radio? TV? Posters? Direct mail? Doorhangers?)
  - c. Space needs (if applicable – i.e., a health clinic or food drive)
  - d. Transportation and parking
  - e. Event preparation (Try to divide the work among the churches so no one person gets the bulk of the work.)
  - f. Check for any city council approval you may need to obtain (i.e., permits)
  - g. Materials needed for event
  - h. Health needs (Port-a-potties? Hand sanitizer stations? First Aid person/kits?)
  - i. Food and drinks for the day
  - j. Daycare for the day
  - k. Check on daily insurance rider for the event day
  - l. Closing celebration
9. Event day meeting and training (Place? Time? Who will lead?) and Closing Celebration details (Where? What will it look like? Time?)
10. Have each church announce their participation in their Sunday services, Sunday School classes, bulletins and newsletters, asking for people to sign up as volunteers. Provide a place at each church for people to register on paper and then the Registrar can enter information online.

Other pages in this planner will help you with the logistics of planning your event.

## **Job Roles**

These recommended Job Roles are suggestions, with the exception of Event Coordinator and Local Church Organizer for events involving several congregations. These roles can be altered or added to as needed to fit your Event Proposal Plans.

### **Event Coordinator**

Coordinates and manages event overall. Delegates tasks and assigns job roles. Liaisons with conference staff with information to be listed on the Hands on the Great Plains website and other public relations efforts. Serves as chief spokesperson for the event. Works closely with staff of chosen project/charity/cause to assure the United Methodist Church volunteers and community volunteers are trained, knowledgeable, and helpful during the day of service.

### **Local Church Organizer**

Main contact person at each participating church. Assigns tasks to various church participants. In charge of internal messaging and publicity within their church regarding event. Reports updates to Event Coordinator.

### **Volunteer Coordinator**

In charge of overall church and community volunteer recruitment, handles registration, delivers volunteer status reports to Event Coordinator. Works closely with Local Church Organizer to help with volunteer efforts at each church. (See Volunteer Strategy.)

### **Finance Manager**

Responsible for event finances, budget, accounts receivable, accounts payable, and financial transactions. Maintains event ledgers. Publishes post event report. Also ensures letters of gift/donations acknowledgement letters sent to all donors, businesses, for tax deduction purposes.

### **Donations Coordinator**

Responsible to coordinate all in-kind donations solicitations to ensure same businesses/donors are not being asked more than once by the event volunteers for a donation. Coordinates and manages the donor/sponsorship solicitation process. Responsible for safe and secure storage facilities for all donated items. For perishable items like food, adequate refrigeration/freezer capacity issues needs to be addressed in coordination with Food Coordinator. Responsible for the prompt delivery of any donated items to event site on the day of the event in coordination with Logistics Coordinator, Food Coordinator, and Materials/Tools/Equipment Manager.

### **Facilities/Venue Coordinator**

Reserves and secures space for the Event and for Closing Celebration. Provides diagram of event space to Event Coordinator and each Local Church Organizer. Responsible for clean-up of Event Site and Closing Celebration site.

## **Transportation Coordinator**

This job role would be the main person in charge of transporting volunteers to and from the event site (if applicable) as well as parking issues. Coordinates with police/sheriff/fire/EMS on public safety issues, traffic control, and emergency coordination. Works in accord with Marketing Coordinator to assure street and parking signage is clear and posted.

## **Logistics Coordinator**

Responsible to ensure sufficient water, sewer, restroom facilities, portable potties, electrical utilities are available at event site. Coordinates with Finance Coordinator in negotiating contracts, purchase orders and budgets. Responsible to ensure all audio-visual equipment is in good working order, and all microphones & bullhorns are in adequate numbers and in good working order. Ensures sufficient number and length of safe electrical extension cords are available. Coordinates post-event cleanup and waste pickup and disposal.

## **Food Coordinator**

Responsible for food for workers on the day of event and for the Closing Celebration in coordination with Donations Committee Coordinator, Logistics Coordinator, and Finance Manager. Ensures adequate supplies and accoutrements are acquired. Works with Closing Celebration Coordinator and Closing Celebration event menu. Manages the preparation, servicing and post-event disposal of food and waste.

## **Marketing/Publicity/PR Coordinator**

Liaison to public media sources such as local TV stations, radio personalities, newspapers, etc. for publicity of the event. Calls stations and newspapers to request local reporting on the day of the event. (May take gift bags to stations as incentives.) Partners with Church Liaisons for internal communications within churches. Ensures appropriate expression of gratitude made during closing celebration for all volunteers, local donating companies, businesses, public safety officials, and donors. Communicates with conferences staff on overall promotion and advertising.

## **Daycare Coordinator**

Handles all aspects of daycare during the day of the event. Must have medical forms and photo releases for every child accessing the daycare during the day of the event. At least one daycare worker must be certified in Child First Aid. **IMPORTANT:** Please check the Childcare Worker laws in your state. All daycare workers must be Safe Gatherings certified.

## **Materials/Tools/Equipment Coordinator**

Handles all donations, purchasing, rental of materials, tools and/or equipment needed on the day of the event (i.e., gloves, shovels, etc.). Ensures materials/tools/equipment delivered on time on day of event. Responsible for the prompt return of any rented/borrowed materials/tools/equipment after the event. Responsible for transporting equipment to the site and gathering and returning any rented equipment at the end of the day.

## Social Media Coordinator

Sets up Facebook page, Twitter, Flickr, and any other relevant social media accounts to promote the event. Maintains updating of site content and reporting on all social media hits, comments, etc. (The Hands on the Great Plains website has a social media promotion plan and other planning resources.)

## Closing Celebration Coordinator

Responsible for coordinating all aspects of the final closing celebration. Making sure all churches participating have table/booth space, hiring entertainers, and coordinating music, A/V equipment, and keynote speakers. Secures Master of Ceremonies (may be coordinated through Marketing/Publicity Coordinator). Provide a diagram of venue for Event Coordinator and each Local Church Organizer.

## Volunteer Strategy

### Recruitment Message

The recruitment message should be inviting and encourage people to become involved as a volunteer with a UMC. It should also be clear and concise so that it communicates the ease with which a person can become involved. The volunteer ought to be able to feel some 'ownership' and 'responsibility' for the job. In each message identify:

- Local church organizational mission, and the specific needs and objectives
- The benefits to the volunteer, the local community, and the new initiative
- Specific details such as event dates and a description
- Communication contacts
- Online registration access

### Volunteer Outreach

People most often volunteer when they feel they are being asked to get involved personally. You will need to directly target the message to the volunteers to acquire the best response, in hopes that it will attract accountable and willing volunteers.

There are many techniques available for recruiting volunteers. Decide which is best for disseminating the recruitment message for the Hands on the Great Plains experience and for your specific volunteer positions.

Suggest recruitment techniques to implement are:

- Congregation outreach through the pastor's sermons
- Announcements to young adult or community church groups
- Articles in local newspapers and newsletters to other organizations
- Church bulletins
- Direct email blasts
- Existing volunteer center referrals (from past volunteer efforts)
- Word of mouth – Encourage families to volunteer together and reach out to friends for availability.
- Referrals/outreach from the Local Church Organizer and Volunteer Coordinator.

## Church Communication Process

It would be ideal that the Local Church Organizer from each participating church is designated for day-to-day communication between the Event Coordinator and the local church. The Local Church Organizer will have the primary responsibility of communicating with the Event Coordinator regarding all aspects of the event as well as assisting with the coordination of:

- All volunteer outreach efforts
- Volunteer scheduling and fielding questions (with the Volunteer Coordinator)
- Managing volunteer supervisors
- Church protocols and internal communication (with Marketing/PR Coordinator)
- Facility needs for volunteer briefing, event arrivals, etc. (with Facilities/Venue Coordinator)
- Refreshments and onsite catering needs (with Food Coordinator)
- Shipping and receiving location and inventory upon arrival (with Logistics Coordinator)

## Volunteer Coordinator

The Volunteer Coordinator should be well connected in the church community, comfortable in a supervisory role, have detailed organizational skills, and available during daytime and evening hours to:

- Pass out or email volunteer request letters and event information
- Help with sorting volunteer criterion and special needs circumstances
- Send out volunteer registration forms
- Return calls and emails, answer questions
- Keep track of volunteer scheduling and paperwork
- Communicate regularly with the Local Church Organizer

## Volunteer Supervisors

The Volunteer Coordinator may choose to recruit people as Volunteer Supervisors, each responsible for a group of no more than 25 volunteers, who help with all of the above. In that case, the Volunteer Supervisors will take care of their particular group on briefing day and event day by distributing materials, taking care of their needs, generating enthusiasm, and staying in constant communication with the Volunteer Coordinator, Local Church Organizer, or Event Coordinator. Weekly face-to-face communication between the Volunteer Coordinator and the Volunteer Supervisors is crucial and more effective than only phone or email contact. You need to develop the kind of relationship with your Volunteer Supervisors that you would like them to have with the volunteers: consistent, caring, accountable, respectful, enthusiastic, etc. Each volunteer will need to be briefed appropriately on the event by the Volunteer Supervisor recruiting them and given the necessary tools to participate.

## Communication with Volunteers

Volunteers will receive documents at various times before the event which include the following:

- UMC orientation on mission and Hands on the Great Plains campaign
- Volunteer criteria and guidelines
- Contact information/registration form and questionnaire
- Event schedule
- Medical emergency response/release form
- Specialized event talking points to ensure messaging success

## Volunteer Criteria and Guidelines

### Criteria

- Must be 18 years or older unless accompanied by a parent for the duration of day of the event
- Must have a desire to be in community service and contribute to the quality of life of the community
- Must have a personal need for a sense of achievement and participation in a group situation

### Attire/Identification

- Required to wear a volunteer shirt or jacket provided by UMC, clean jeans or khaki pants, and comfortable closed-toe shoes.

### Schedule

Volunteers will receive an event day schedule with any applicable participation options. If a volunteer cannot perform their chosen shift, they should contact their Volunteer Supervisor or the Volunteer Coordinator, preferably at least five days in advance.

Volunteers are to report to their assigned group and supervisor ten minutes before scheduled time. It is the responsibility of the volunteer to be on time.

Bus transportation will be provided and mandatory. Volunteers are assigned to a bus and required to return to it with their supervisor at indicated times throughout their shift for transport to the next site. At the end of the shift, the buses will return the volunteers to the original location.

### Church Volunteer Guidelines

Each church volunteer will work in a specific area, with an assigned group, and maximize opportunities for outreach and witness throughout the day of the event. They will offer the best assistance they can, promote their church, secure the safety of themselves and those around them, and improve communication with the neighborhood and the community.

### Church Volunteer Training

All church volunteers will be oriented with the objectives and philosophy of the campaign, provided with talking points to communicate to the public, and given attire for the event (such as t-shirts) at initial training the day of the event.

### ALL VOLUNTEERS

Consuming alcoholic beverages or narcotics or being under the influence of alcohol or narcotics while present at or participating in the event or celebration is strictly prohibited. While present at or participating in the event or celebration, distribution or possession of narcotics or any controlled substance(s) not prescribed for the volunteer by a licensed physician is strictly prohibited.

## Suggested Planning Timeline

### Four to Six Months Prior to Event

- Contact churches for participation agreement
- Establish contact person at each participating church
- Meet to decide type of event & community needs
- Contact local charities holding events on the same day for possible partnering
- Set date, time, and place of event
- Discuss costs and media/marketing needs for event
- Set a media budget
- Contact local media about PSAs and advertising
- Start to plan event day needs (food, drinks, tools, transportation/parking, etc.)

### Three Months Prior to Event

- Submit event on Hands on the Great Plains website
- Begin to check with local businesses for sponsorship/donations
- Set up volunteer sign-up program so follow-up can occur before and after the event
- Meet with participating churches to delegate work needed

### One Month Prior to Event

- Media placement, if any, should be bought and scheduled
- All other marketing tools should be designed and ordered
- Order t-shirts for all volunteers (include extras for walk-in volunteers)
- Order food for the day (breakfast, lunch, final celebration)
- Finalize training session needs for morning training (i.e., speaker, handouts, food/drinks, etc.)
- Finalize all needs for celebration after the event (i.e., space, food, bands, speaker, etc.)
- Make checklist of all tools needed for event and secure purchase/donations
- Begin to collect non-perishable donations
- Meet with participating churches to discuss any needs or issues
- Finalize transportation and parking plans for event day

### One Week Prior to Event

- Finalize list of volunteers registered to attend the event
- Final meeting with participating churches to finalize plans/needs
- Send out reminder email to all volunteers detailing the date, time, and place of event
- Begin to gather perishable donations to hold for event day
- Double-check all needs lists to make sure nothing has been missed
- Contact local TV stations and newspapers for possible live media coverage of event
- Last check call to speakers or entertainers involved in the event or celebration

## Training

Training will be essential to the success of your event.

### Core Team

Core team and other key volunteers will need orientation training as you begin planning your event. At this training, careful review of job responsibilities (see job roles provided) will enable your volunteers to be successful in their role and contribute to the overall success of the event. Ownership of the event by your volunteers is dependent on detailed preparation and outlined event expectations.

### Event Day Training

In addition to the organizational training above, it is highly recommended that you include a targeted sending forth, informing and equipping church volunteers to maximize invitation, hospitality, outreach and witness opportunities throughout the day. Training resources from United Methodist Communications available through the Hands on the Great Plains website include:

- Welcoming Ministry 100, an online course on establishing and maintaining a welcoming ministry
- Welcoming Webinar, an archived presentation on creating an effective welcoming ministry for your church
- Starting Conversations, a guide to starting and continuing faith conversations, with a coordinated PowerPoint presentation
- Prepare to Engage, a 30-minute training for church volunteers

### Lunch and learn web sessions

There will be a series of web workshops offered Mondays over the noon hour and archived online for on-demand viewing designed to assist a local church or church cluster with planning and organizing a church-community partnership volunteer experience. Topics include:

- Starting and sustaining mission in your church
- Making a difference in partnership
- Mission day road map
- What is a volunteer coordinator and what to do they do?
- Addressing social justice through service

Watch for details in conference newsletters and at [www.HandsOnTheGreatPlains.org](http://www.HandsOnTheGreatPlains.org).

## Celebration Event

Celebration – Impacting relationships!

Careful attention should be paid to celebrate what was accomplished in the community event, but just as importantly, to build Christian relationships with those who came to serve and are strangers to any faith community. A celebration event including all who participated in community service should mark the end of the community event.

### Celebration Checklist

- Location** – Choose a location which is centrally located and which will give all community event partners equal standing with guests
- Food**
- Entertainment** – An Emcee or Master of Ceremonies, music (live or recorded, secular and sacred), games for kids, prizes, perhaps even a comedian
- Sound system**
- Inclusion of church and community leaders** – If possible, use partner logos/information in celebration materials so that all efforts are acknowledged
- Tables** – For each participating church to display information about their ministries and provide specific information on follow-up events

### Points for Consideration

- How will you express thanks to God in this portion of the event? Think about our partners and those outside of a faith community. Is there a way you can express thanks that will feel inclusive to all present?
- Who will speak at this event? Perhaps volunteers who have already expressed a particular touching moment, or challenge that could be followed up with advocacy. Have your eyes and ears open through the day for Hands on the Great Plains testimonies.
- The celebration event offers a time for compassion ministry. A prayer station in one location, or at each church “booth,” may offer a place for a deeper relationship with God and community.
- Remember to capture contact information of participants. Email addresses offer a chance to start a two-way dialogue between congregations and potential visitors. Be sure to have a sufficient number of people (lay and clergy) to follow up.

## Evaluating Your Event

Use this form to evaluate your event results.

Please answer all questions in detail in a Word document and email your answers to [info@greatplainsumc.org](mailto:info@greatplainsumc.org) within 2 weeks of completing the event.

Church/Community: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

1. Describe the day of your event.
2. Did you realize your goals and objectives? If not, why?
3. How many churches participated in your event? Please list all participating churches.
4. Please give a breakdown on the number of church volunteers and number of community volunteers?
5. What did you learn from this event that you will or will not use for future events?
6. How did this event impact your community? How many people were affected? In what ways?
7. How did this event impact your congregation(s)?
8. What are your follow-up plans for extending this ministry into the future?
9. Tell us about your Closing Celebration event.
10. Send pictures, video, and/or a short story that showcases your event to [info@greatplainsumc.org](mailto:info@greatplainsumc.org).  
Be sure to complete the post-event evaluation you will receive by email.

We hope that this was a positive experience for you and your community and that you plan to continue the work now begun as you reach out across the Great Plains!

## Event Ideas

1. Feed the Hungry Food Drive (No Child Will Go Hungry Day)
2. Clean Up Community Work Day (Beautification or Green & Clean)
3. Paint community center or playground, or build playground
4. Habitat for Humanity projects
5. Clothing Drive (Coats for Kids, Free Yard Sale, Giving Gloves, etc.)
6. Free Health Screenings
7. Shoes for Homeless/Needy (Soles for Souls)
8. Improvement projects through public school system
9. Day of service and/or goods to low-income retirement homes, seniors & others
10. Partner with a charity event already scheduled in your area to act as a sponsor to provide workers for their event
11. Multiple events in one city/community labeled “Hands on the Great Plains city name.”

Planning resources available through the Hands on the Great Plains website include this guide, links to past impact community events and Change the World events, and a social media promotion plan.



## Media Contacts

Station/Company	Contact Name	Contact Phone/Email
TV		
Radio		
Cinema		
Billboards		
Newspaper		
Direct Mail		

Notes:

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# Volunteer Questionnaire

Name \_\_\_\_\_ Date \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred method of communication \_\_\_\_\_

Age \_\_\_\_\_ (must be 18 or older to volunteer without parental supervision)

Would you like to purchase a Hands on the Great Plains t-shirt?	<input type="checkbox"/> Yes	Shirt size	<input type="checkbox"/> S	<input type="checkbox"/> M	<input type="checkbox"/> L
	<input type="checkbox"/> No		<input type="checkbox"/> XL	<input type="checkbox"/> 2X	<input type="checkbox"/> 3X

Do you have any disabilities that may limit your ability to interact with the public, mobility on sidewalks, or getting on and off a bus?  Yes  No

If yes, please explain your special needs \_\_\_\_\_

Primary language spoken \_\_\_\_\_ Interpreter needed?  Yes  No

Have you volunteered before?  Yes  No *If yes, give a brief description of your experience below.*

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Are you comfortable with a volunteer supervisor role?  Yes  No

**Signature of Volunteer**

**Date** \_\_\_\_\_

<p><b>For volunteers under the age of 18:</b> I certify that I am a custodial parent of the above registering minor and will shadow them throughout the event day. I will take full responsibility of his/her actions, work, and safety and will hold harmless all parties associated with this event.</p> <p>Signature of Parent/Legal Guardian _____ Date _____</p>
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## Emergency Medical Authorization Form (adult)

Please fill out the form below in black or blue ink and return it to the volunteer coordinator. Please print neatly.

Participant's Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Weight \_\_\_\_\_ Sex  Male  Female

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Do you have any allergies (food or medicine) or special medical problems?  Yes  No

If yes, please describe \_\_\_\_\_

Health Insurance \_\_\_\_\_ Policy # \_\_\_\_\_

Release, Waiver of Liability and Assumption of Risk. Participant desires to participate in the United Methodist Church program including field trips and other activities related thereto (the "Activities"). Participant and his or her parent or legal guardian recognize that the Activities could be hazardous and understand the risks and dangers associated with participation in the activities, including, but not limited to, bodily injury, disability, paralysis and death. The undersigned accept and assume such risks and responsibilities however caused or alleged to be caused by any party with the exception of those risks caused by fraud, willful misconduct or violation of law. Each of the undersigned hereby waives, releases, and discharges the United Methodist Church, its agents and any related parties from any and all claims for damages for wrongful death, personal injury, or property damage occurring to Participant caused by negligence, strict liability or otherwise (except for such injury, wrongful death or property damage caused by fraud, willful misconduct or violation of law) which the undersigned may have or which may hereafter accrue to the undersigned as a result of participation in Activities. This Release is intended to be binding on each of the undersigned's heirs, beneficiaries, personal representatives, next of kin, spouse and assigns. We have read the above waiver, have been fully and completely advised of the potential danger incidental to engaging in the Activities, are fully aware of the legal consequences of signing the within waiver and have signed it voluntarily. The undersigned parent/legal guardian intends by this Release to waive all claims against the United Methodist Church, both as himself/herself and as for Participant.

### MEDICAL RELEASE & WAIVER FORM

I hereby authorize the United Methodist Church and its representatives to take whatever actions may be necessary to obtain emergency medical care if warranted. These actions may include but are not limited to the following: 1. Attempt to contact a parent or guardian; 2. Attempt to contact a parent through any of the persons listed on the emergency card; 3. Call 911 for assistance and have the person transported by ambulance to hospital if recommended by emergency personnel.

**Signature of Participant or Parent/Legal Guardian** \_\_\_\_\_

**Date** \_\_\_\_\_

## Emergency Medical Authorization Form (child)

Please fill out the form below in black or blue ink and return it to the daycare coordinator. Please print.

Child's Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Weight \_\_\_\_\_ Sex  Male  Female

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

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

Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Does this child have any allergies (food or medicine) or special medical problems?  Yes  No

If yes, please describe \_\_\_\_\_

Health Insurance \_\_\_\_\_ Policy # \_\_\_\_\_

Release, Waiver of Liability and Assumption of Risk. Participant desires to participate in the United Methodist Church program including field trips and other activities related thereto (the "Activities"). Participant and his or her parent or legal guardian recognize that the Activities could be hazardous and understand the risks and dangers associated with participation in the activities, including, but not limited to, bodily injury, disability, paralysis and death. The undersigned accept and assume such risks and responsibilities however caused or alleged to be caused by any party with the exception of those risks caused by fraud, willful misconduct or violation of law. Each of the undersigned hereby waives, releases, and discharges the United Methodist Church, its agents and any related parties from any and all claims for damages for wrongful death, personal injury, or property damage occurring to Participant caused by negligence, strict liability or otherwise (except for such injury, wrongful death or property damage caused by fraud, willful misconduct or violation of law) which the undersigned may have or which may hereafter accrue to the undersigned as a result of participation in Activities. This Release is intended to be binding on each of the undersigned's heirs, beneficiaries, personal representatives, next of kin, spouse and assigns. We have read the above waiver, have been fully and completely advised of the potential danger incidental to engaging in the Activities, are fully aware of the legal consequences of signing the within waiver and have signed it voluntarily. The undersigned parent/legal guardian intends by this Release to waive all claims against the United Methodist Church, both as himself/herself and as for Participant.

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**Signature of Parent/Legal Guardian**

**Date** \_\_\_\_\_

## Photo Release Form

Must be completed for all volunteers and children in daycare during the event. Please print neatly.

I hereby grant all rights to \_\_\_\_\_ United Methodist Church ("Church") to use my photograph and/or other reproduction of me or my physical likeness for United Methodist publication purposes, whether electronic, print, video, digital or electronic publishing via the Internet. I further agree that any uses described may be made without additional compensation or consideration.

I understand that, in compliance with Federal COPPA regulations, my identity will not be revealed or acknowledged through any descriptive text or credits. I acknowledge Church's right to crop or treat my photograph(s) at its discretion. I also acknowledge that Church may choose not to use my photo at this time, but may do so at its own discretion at a later date. I waive any right that I may have to inspect or approve the copy and/or finished product or products that may be used. I understand that in signing this release, I agree to all these terms and that I cannot participate without this release.

Name \_\_\_\_\_ Age \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For anyone under the age of 18:**

I certify that I am a custodial parent and have the aforementioned rights to assign.

Signature of  
Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_