

Leader's Checklist for Minors on an ADK Glens Falls–Saratoga Chapter Outing

This checklist is an aid to leaders in carrying out the chapter's policy on unaccompanied minors on outings. For simplicity, this checklist uses the term parent to refer the minor's parent or guardian.

Before the outing:

- _____ Contact the parent and provide him or her with the Release of Liability for Minor and the Authorization by Person in Parental Relation for Emergency Medical Care forms.
- _____ Confirm that the minor is at least 15 years old; alternatively, confirm that the minor is at least 12 years old if you know the minor.
- _____ Determine that both the parent and the minor understand the nature of the outing and that the minor is sufficiently prepared, both physically and with equipment, for the outing.
- _____ Confirm that the parent will accompany the minor to the meeting place for the outing.
- _____ Confirm that a parent will be available by telephone during the entire outing. Obtain a telephone number at which a parent can be contacted during the outing.
- _____ Confirm that the parent will be available to pick up the minor at the meeting place during the entire potential return window or that the minor will drive home at the end of the outing.
- _____ Discuss any medical issues with the parent. The parent may e-mail the filled out medical care form. Make sure the parent knows that the minor must carry a medical insurance ID card.

At the outing meeting place:

- _____ Obtain the signed release of liability for minor form directly from the parent. Have the minor and parent sign in on the ADK release form (the one that everyone signs) as well.
- _____ Obtain the filled out and signed medical care form if not previously received. Confirm with the parent the preferred telephone contact number (this should be on the medical form). Take the forms with you on the outing.
- _____ Confirm that the minor has his or her medical insurance ID card.
- _____ Confirm the range of arrival times with the parent and the arrangements for the minor to get home.

After the outing:

- _____ Return the medical form to the parent or minor, or securely destroy it.
- _____ Make sure the minor is picked up or drives away.
- _____ Mail the minor release of liability form to the Outings Chair.