

**Central California Conference Jr Youth Ministry Department –**

**Club Trip/Outing Binder Checklist**

* Date
* Church & Club Name
* Name of Director
* Contact Number
* E-mail
* Dates of Traveling
* Copy of Detailed Itinerary
* Copy of Insurance Documents
* Copy of Background Checks for ALL Adult Attendees
* Copy/Date of Church Board Action
* Copy of Budget
* Consent Letter Signed by Parents
* Medical Consent/Allergies/Medicine
* Mode of Transportation
* Number/List of ALL Participants

Director Signature Date