**Pacific Crest Trail Association**

**Checklist for Working with Minors**

This is a companion to PCTA's Policy for Working with Minors, which contains detailed instructions.

**Minors and their Parents/Guardians**

* Sign PCTA’s [Participant Waiver and Release](https://www.pcta.org/wp-content/uploads/2018/12/Participant_Waiver_Minors_2018_12.pdf) and [Emergency Medical Release](https://www.pcta.org/wp-content/uploads/2018/12/Emergency_Medical_Release_Minors_2018_12.pdf).
  + Present signed forms to PCTA staff prior to a volunteer activity, or to crew leader upon arrival.
  + Forms must be returned to volunteer@pcta.org, or:

Volunteer Programs

1331 Garden Highway, Suite 230, Sacramento, CA 95833

* + *Exception*: If minors are part of an organized and chaperoned group, they *may* be able to substitute their own Participant Waiver and Release and Emergency Medical Release. See the full policy for more information.

**PCTA Leaders**

* Read and sign PCTA's Policy for Working with Minors. Return signed copy to local Regional Representative or Volunteer Programs Coordinator.Repeat every five years.
* Background check: 60 days prior to a project, only for leaders who meet PCTA’s definition of *Youth Leader.* Repeat every five years.
  + Complete, sign, and send the [Authorization Statement for Criminal History Record Check](https://www.pcta.org/wp-content/uploads/2019/05/Criminal-History-Record-Check-Authorization-0710.doc) to:

Volunteer Programs  
Attn: Ellen Ginda, Background Check  
1331 Garden Highway Suite 230, Sacramento, CA 95833

* Collect regular paperwork from minor, including PCTA’s Volunteer Application, and signature on the Sign-In Sheet, and if applicable, JHA.
* If minors are part of an organized group that proposes to substitute their own Participant Waiver and Release and Emergency Medical Release for PCTA’s, collect from the chaperone a copy of their form templates in advance.
  + Review with the local Regional Representative or Volunteer Programs Coordinator. See the full policy for more information.
  + If approved, collect a roster of participants whose guardians have signed.
* Send an email to all leaders before the start of each activity involving minors, as a reminder about protocols.

Subject line: Volunteering with Minors

Dear Leader,

Thanks so much for helping out with this upcoming project. **Because it involves minors (volunteers under the age of 18)**, I wanted to send a friendly reminder of our protocols for youth protection. A critical thing to remember is to **take precautions to avoid one-on-one situations between minors and adults*.*** This and other standards for supervision, conduct, and participation are outlined below.   
 *\*\*\*See policy for appropriate section to cut-and-paste.\*\*\**