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 and Emergency Medical Release.
- 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 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.***