

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
2150 River Plaza Drive, Suite 155, 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 Associate Director of Volunteer Programs. Repeat annually.
- Background check: 60 days prior to a project, only for leaders who meet PCTA's definition of *Youth Leader*. May be done annually. Please see the Working with Minors Policy Addendum for more information.
 - Review the [Criminal History Record Check Policy](#)
 - Complete, sign, and send the [Authorization Statement for Criminal History Record Check](#) to:
Volunteer Programs
Attn: Amy Calvillo Aubin, Background Check
2150 River Plaza Drive, Suite 155, Sacramento, CA 95833
- Collect regular paperwork from minor, including PCTA's Volunteer Application, and signature on the Sign-In Sheet, and if applicable, RAW.
- 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 Manager or Associate Director of Volunteer Programs. 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 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.