

Thank you for completing the forms contained in this packet before beginning your first Year 1 session! Please note the following when filling out this paperwork...

- **“Medication Authorization & Permission”** - All families must complete this form, whether or not a teen is taking medication. Please note the highlighted sentence towards the bottom that gives us permission to call paramedics if necessary.
- **“Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth”** - All teens must complete this form before participating in the Confirmation preparation program.
- **“Guidelines for Adults Interacting with Minors at Parish/School Activities or Events”** - All adults who plan to attend Confirmation sessions or other activities must complete this form. Each parent or guardian must complete a separate copy (hence why we have included two copies as a reminder for you). The first page of this form is for you to keep. We just need the second signed page.
- **Baptism & First Eucharist/Communion Certificates** - Please be sure to give us a copy of your Baptism and First Eucharist (First Communion) certificates if your teen did not receive these sacraments at Holy Family. You may scan and email them to us or bring hard copies to our office or to the Holy Family Pastoral Center. There is also an option to upload scanned copies of the certificates during the online registration process.



HOLY FAMILY CONFIRMATION COVENANT FOR TEENS PREPARING FOR CONFIRMATION

“Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe.”– 1 Timothy 4:12

I commit to deepen my faith through the Confirmation Process.

I COMMIT TO:

- Glorify God with my life
- Pray daily, for the gifts and graces that come from the Holy Spirit
- Worship regularly with my family and my Confirmation family, and be willing to take leadership roles with the worshipping community
- Live in a community that believes we are all beloved by our God
- Respect, honor and grow with those in my parish family, my confirmation peers, and the peers and adults who serve in the Confirmation Process
- Participate in our Confirmation Formation Sessions, Retreats, Community Life events, Service Projects by asking thoughtful questions and actively listening to others
- Honor my parents/guardians and communicate with them throughout this process
- Use the tools offered on the Holy Family website to keep informed of the various Confirmation formation sessions, service opportunities, retreats, rites and community life events
- Consider carefully my confirmation sponsor, then invite them into an engaged relationship throughout the process and beyond
- Not participating in illegal use of drugs, use of alcohol, promiscuity, bullying, nor, profanity at all Holy Family events
- Share with the director my concerns and avoid gossiping

Candidate's Printed Name

Candidate's Signature

Date

As parent/guardian of this candidate I commit to supporting my teen, and encouraging him/her to honor this covenant.

Parent/Guardian's Printed name

Parent/Guardian's Signature

Date

HOLY FAMILY CHURCH CONFIRMATION

1527 Fremont Avenue | South Pasadena, CA 91030

Part A to be completed by a licensed physician unless copy of prescription and original prescription bottle is provided containing the information requested in Part A.

I hereby request that my son/daughter be allowed to take the following medication(s) at Holy Family Church and/or at a Holy Family Church's sponsored field trip, event or activity.

Teen's Last Name First Name Sex Birth Date

Name, Address and Phone Number of Physician

Name of Medication(s): _____

A. PHYSICIAN'S INSTRUCTIONS (Complete where applicable)

Purpose of Medication or Diagnosis

Dosage Prescribed Date/Time Schedule Dose Form (tablet, liquid, etc.)

Please notify this office if patient misses medication: Yes ____ No ____

Medication may have adverse effects (explain) _____

Special instructions and/or comments: _____

Print Name of Licensed Physician Signature of Licensed Physician

Address Telephone Date

B. PERMISSION FOR ADMINISTRATION OF MEDICATION AND/OR TESTING AT HOLY FAMILY CHURCH AND/OR AT HOLY FAMILY CHURCH'S FIELD TRIP/EVENT/ACTIVITY:

I request that my son/daughter identified above, be permitted to carry and use emergency medication (inhaler, epi-pen, insulin, etc.) and/or test for levels of blood sugar at Holy Family Church identified above and/or at a Holy Family Church sponsored field trip/event/activity as prescribed by the physician above. I acknowledge and understand that no health care professional or other trained adult may be available at Holy Family Church or at the field trip/event/activity to assist, monitor or supervise my son/daughter's self-administration of medication or testing unless arrangements have been made in advance. In the event that my son/daughter is unable to self-administer or self-test, I agree that Holy Family Church staff/chaperones may assist my son/daughter to the extent possible under the circumstances, but neither they nor Holy Family Church shall be liable for any adverse consequences or injury. I hereby give Holy Family Church staff/chaperones permission to call paramedics to render treatment to my son/daughter should that be necessary and to release medical information to first responders for that purpose.

For all other medications, my son/daughter and I will comply with Holy Family Church's policies and procedures and will provide Holy Family Church with any medication my son/daughter requires in its original prescription bottle.

Parent/Guardian Signature: _____ Date: _____

Emergency Phone Number: _____

**MEMORIALIZING PARENT'S AUTHORIZATION
TO USE CHILD'S IMAGE, NAME, VOICE AND/OR WORK FOR NON-COMMERCIAL PURPOSES**

Archdiocese/School/Parish: Archdiocese of Los Angeles, Holy Family, South Pasadena

Class/Activity: Youth Ministry and Confirmation

The Archdiocese/School/Parish intends to use your child's image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable): During the duration of the Confirmation Preparation, Mission trips, and other Youth Programming.

This section to be completed by Parent/Legal Guardian:

I/We _____, and _____ are the parents or legal guardian of _____ (child's name), a minor (age: _____). I/we hereby authorize the Archdiocese/School/Parish to use the following personal information about my/our child:

Image/visual likeness, voice, work, and first initial and last name, or first name only.

I/We understand and agree that my/our child's image, name, voice and/or work (the "Personal Information") will be used for the particular reasons identified above. I/We further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I/We understand and agree that the Personal Information, photographs or electronic recordings of my/our child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the "Materials").

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my/our child's name or with a fictitious name, and with accurate or fictitious biographical material. The Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I/We waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I/We release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the Archdiocese/School/Parish's giving my/our child an opportunity to participate in the class/activity, I/We hereby agree that neither I/we, nor my/our child, will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by the Archdiocese/School/Parish. I/We understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I/We will be provided at that time with information about the terms of the commercial use.

I/We hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/School/Parish and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I/we expressly assume the risk of any resulting injury or damage.

I/We further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I/We understand that if I/we change my/our mind about this Authorization, that I/we will submit another, new authorization form to the Archdiocese/School/Parish. However, my/our new authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I/We represent that I/we have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I/We understand that the terms of this Authorization are contractual and not mere recitals. I/We am signing this document freely and voluntarily.

Parent Guardian 1 Signature: _____

Print Name: _____ Relationship to Child: _____

Parent Guardian2 Signature: _____

Print Name: _____ Relationship to Child: _____

Telephone: (_____) _____ Date: _____

Archdiocese of Los Angeles Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth

Revised: 1/12/06 ~ 8/20/07 ~ 10/17/11

To ensure the safety of the children and youth in the Archdiocese of Los Angeles, all youth volunteers – both junior high and high school students, including students who are already 18 – who work or volunteer with children/youth in school or parish settings must receive training on these Boundary Guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify they understand their obligations.

Code of Conduct for Student Workers/Volunteers

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.

As a student volunteer, I will:

- Respect the adults and supervisors with whom I interact.
- Safeguard at all times children or other youth entrusted to my care.
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity.
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth.
- Avoid situations where I am alone with a child/youth.
- Use positive reinforcement rather than criticism or comparison when working with children/youth.
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location.
- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening, I will not encourage it. I will make my administrator aware of it so that the supervisor can resolve the matter, including reassigning me to other activities.
- Maintain appropriate physical and emotional boundaries with the children/youth.
- Dress appropriately and not wear any clothing with offensive messages or pictures.

As a student volunteer, I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church.
- Commit an illegal or immoral act.
- Smoke or use tobacco products.
- Use, possess or be under the influence of alcohol or illegal drugs at any time while at work or volunteering.
- Verbally threaten or physically abuse anyone.
- Use profanity in the presence of children/youth.
- Use discipline that frightens or humiliates a child/youth.
- Touch a child/youth in a sexual, overly-affectionate or other inappropriate manner.
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.
- Place myself in a situation where my interaction with a child/youth cannot be witnessed.
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor.
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor.
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth.
- Fraternize inappropriately with children/youth through electronic communication, social networks, media, over the internet or through other forms of communication.

We, the undersigned, have read and understand the Archdiocese of Los Angeles **Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth**, and will abide by them at all times. We also understand and agree the parent/guardian will be notified at the time of any infraction requiring dismissal from any work or volunteer assignment at the school or parish or other setting where the student is working or ministering, and that he/she will be sent home at the expense of his/her parent/guardian.

Print Name: _____ **Position:** _____

Signature of Youth Volunteer: _____ **Date:** _____

Signature of Parent/Guardian: _____ **Date:** _____

Signature and Title of Witness: _____ **Date:** _____

ARCHDIOCESE OF LOS ANGELES
GUIDELINES FOR ADULTS INTERACTING WITH MINORS
AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS

Revised 8/2007 - 1/27/10 – 6/8/2010

(Replace 8/2007 Guidelines for Adults Interacting with Minors in Article 6)

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Clergy/staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations. **Please review the following guidelines and sign the “Acknowledgement of Receipt” for the file at the parish or school where you work or volunteer.**

- Clergy/staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent.
- If clergy/staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Clergy/staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Clergy/staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure,” which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, letters, e-mail and Internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Clergy/staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the clergy/staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When clergy/staff members/faculty/volunteers are supervising minors or young adults at parish or parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a clergy/staff member/faculty/volunteer is alone in a room with a minor, the door must be open, or there must be clear visibility through windows.
- Clergy/staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Clergy/staff members/faculty/volunteers planning parish/school events in their homes with minors must have the permission of the parish/school administration. In addition, clergy/staff members/faculty/volunteers may not have any minors in their homes without the knowledge of the minor’s parent or guardian.
- Clergy/staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor/minors only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met those requirements.



**ACKNOWLEDGMENT OF RECEIPT
OF
GUIDELINES FOR ADULTS INTERACTING WITH MINORS
AT PARISH/SCHOOL ACTIVITIES OR EVENTS**

Revised 8/2007- 1/27/10

Revised 6/8/2010

I have received and agree to comply with the *Guidelines for Adults Interacting with Minors at Parish, Parish School, Youth Ministry or Religious Education Activities or Events* of the Archdiocese of Los Angeles. As stated in the copy of these guidelines: **“All adults working or volunteering with minors are also accountable to follow all policies contained in any other ‘Handbooks’ that the parish/school may use’ (i.e.: Catholic Schools Handbook, Parish ministry handbook, etc.).** All adults acting in a staff, faculty, ministerial or other paid or volunteer* position in the Archdiocese are role models who are called to treat each minor with respect and care. Clergy/staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations.” These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

Activity(ies) or Event(s) in which I am involved:

Name (please print legibly): _____

Signature: _____

Date: _____



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