

St. Paul's Lutheran Church

Board of Youth Ministry Policy Index

Youth Mission Statement

St. Paul's youth ministry exists to reach out to all youth to actively strengthen their faith and build relationships among Christians, to celebrate Christ's love through lifestyles, which honor and exalt our Lord, being empowered by the Holy Spirit to share that love by serving others.

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SPL-YIA
Policy #1
Policy on Policies

1. **General Policy** The purpose and use of “Youth in Action” policies is to govern activities and events
2. **Background**
 - a) The effectiveness of most organizations is enhanced when written policies are in the place to govern activities and actions.
 - b) Written policies also help organizations “on course” as leadership changes over time.
 - c) The basic purpose of YIA policies are to guide activities and actions and to keep YIA on a steady course
 - d) Simply stated, it is wise to say, what you do and do what you say
3. **Policy Specifics**
 - a) YIA policies tell how specific activities/actions should be conducted. It is envisioned that the YIA activities/actions will be covered by YIA policies
 - b) Policies are applicable to the YIA and all people involved in YIA sponsored activities
 - c) The Director of St. Paul’s YM at a yearly meeting will maintain the Master YIA policy file and inform all new YIA members of its existence and use.
 - d) All YIA members and all people involved in YIA sponsored activities will comply with the policies
 - e) Any changes needed will be brought to the attention of the Youth Director and voted on by the youth account committee members. New policies or proposed changes will be routed through the Youth Board to the YC for consideration and approval. A majority vote by Elected Youth Committee members is necessary to approve a new, or change an existing YIA policy
 - f) Questions about the YIA policies should be directed to the YD and/or EYCM
 - g) While YIA policies are meant to be comprehensive, they do and cannot cover every possible subject or situation, which may occur. In the absence of YIA policies, board members and/or youth should use common sense, good judgment, Christian experience and a loving attitude. If in doubt about a course of action, adults and youth should always ask “What would Jesus do in this situation?”
4. **Prepared by:** Beckie, Tim, Darla
5. **Date:** August, 2004
6. **Revisions**

SPL-YIA
Policy 2a
Financial Reporting and Record Keeping:
Youth Participation in Fundraising and Division of Funds

1. **General Policy** Fundraising events must be approved and funds used for participation in St. Paul's Youth events
2. **Background** Fundraising activities must be implemented with guidance and proper organization for success. This policy will help interpret involvement by all those involved.
3. **Policy Specifications**
 - a) The Board of Christian Ed must approve all fundraising events.
 - b) Actual time involved is calculated for youth/youth counselor who participates in a fundraising event. Individual times given are divided by the total number of hours given by all to determine a percentage of the profits earned. This amount is then credited to each youth individually
 - c) Other parents that are not a chaperone can raise funds for their child's account
 - d) You may draw from their personal account for actual costs (registration, travel, meals, lodging) related to youth events. Fund raising may not be used for personal spending money
 - e) Any monies not used by an individual student may be passed on to a sibling's account upon graduating from high school, moving, or transfer of membership. Unused funds will revert to the general youth account to be used for sponsor costs, events supplies, or other special needs
 - f) The fundraising monies are given to the Treasurer of the YIA and accounts are administered by the administrators Youth account they are submitted for yearly review and audited by elected Audit church members. In addition, the Treasure will submit quarterly reports to the Board of Christian Education
 - g) The Youth Council may designate a specific percentage of all funds raised for scholarships to the youth at St. Paul's or other synod cal congregations. 10%, 20%, 70% here
 - h) Exceptions must be approved by the YIA
4. Prepared By: BE, DL, TH
5. Date: June 2004
6. Revisions: _____

**SPL-YIA
Policy 2b**

Financial Reporting and Record Keeping: Fundraisers

1. **General Policy** Records for separate fundraisers shall be kept separately and reported in a timely manner upon completion of the event or fundraisers to the YIA treasurer. A final review should be given to the whole YIA as well. Youth and their families shall also receive updates on the amount in their accounts in a timely manner
2. **Baackground:** Fundraising events often involve the collection and tracking of large sums of monies. Detailed record keeping for collection of funds, payment due to vendors, and dispersal of funds raised to individual youth accounts is important. Overseeing and accountability in these areas goes through the Board of Youth and Family ministry. These are over seen by the youth Account Administrators
3. **Policy Specifics**
 - a) Agreements and contracts with fundraising vendors should be reviewed in advance by the YD and approved in accordance with other policies and procedures of St. Paul’s Church
 - b) Volunteers recruited to take on the management of fundraisers shall consult with the youth director or the elected youth committee in establishing good procedure and reporting in accordance with these III policies
 - c) Clear records keeping during the event shall reflect product distribution to youth
 - d) Parents and youth shall be notified in writing of their responsibilities and any deadlines involved. If a family is liable for the cost of product not returned this should be documented
 - e) All funds collected from participants should be given to the YD for deposits with in one week of collection. Clear documentation of which the money was collected from and to which youth accounts the money should be distributed shall be included. It is recommended that names, check number, and date written be recorded for those who have paid by check. A similar record should be made of cash receipts
 - f) Funds given to the YD shall also include records if the names of all participants, the number of hours each worked, and any other information the YAA needs to distribute funds to individual youth accounts as per YIA policy
 - g) A final overall report on any fundraiser shall be given to the EYC who will submit it with the quarterly report given to the BofCE
 - h) In regards to errors, the YIA recognizes that mistakes happen but that openness and disclosure lead to trust and resolution
 - i) Questions or concerns about errors are to be referred to the YD involved and/or EYC for resolution. If the YD deems it necessary, the YIA will review and resolve the issue. Otherwise the YD and youth may work to resolve the issue and report to the YAA on its resolution in writing at the next regularly schedule meeting
4. Prepared By: BE, DL, TH
5. Date: June 2004
6. Approved date _____
Reviewed: _____

**SPL-YIA
Policy 2c**

**Financial Reporting and Record Keeping: Major Event or Trip
Costs**

1. **General Policy:** the B of CE must approve all major events, trips, servant's events or youth gatherings. An advance estimate of anticipation costs shall be prepared before it's presented to the YIA for review. Guidelines for payment shall be followed with exceptions being approved by the YD and/or EYC
2. **Background:** Larger events or trips often involve the collection and tracking of large sums of monies. Detailed record keeping for collection of funds, payments due to vendors, and dispersal of funds from individual youth accounts in a timely and accurate manner is important. These areas are overseen by the youth Account Administrators.
3. **Policy Specifics**
 - a) An estimated breakdown of anticipated costs should be prepared in advance and submitted for review to the YIA. Included shall be deadline(s) for payment(s). This may be submitted the YD or those adults attending the event.
 - b) The estimated breakdown of costs shall be shared with parents and participants at the initial meetings to plan and prepare for the event. It is prudent to estimate on the high side initially and/or to indicate a range in which costs might fall.
 - c) Participants shall be informed that initial estimates in no way commit the YIA or YD if later events demand revision of these estimates.
 - d) A potential cushion shall be included to cover the late withdrawal of a registrant if such withdrawal would increase other's costs.
 - e) Deposits shall be required for all events. These shall be considered non-refundable. The size of the deposit represents non-refundable costs to St. Paul's or the group should a participant withdraw.
 - f) A deadline shall be set for the payment of all deposits. If a deposit is not paid, registration cannot be made.
 - g) Deposits must be paid "out of pocket" (not from a youth account). This ensures that the person is serious about participation. Only the YD or "EYC can make exceptions.
 - h) Participants must understand that any costs not covered by fundraising are their responsibility.
 - i) One interim or final deadlines for payments for an event have been established, participants must have enough in their fundraising accounts at the appointed time or make additional payments to cover the amount required.
 - j) Any participants not paid up by a required date will have an option to pay in full or forfeit costs incurred to the event. Costs not incurred to the event will remain in their individual fundraising accounts as per YIA policy.

- k) Persons with unpaid balances will not be allowed to participate in an event and pay later. All costs must be paid in advance by announced deadlines.
- l) Post event fundraisers to recover funds for balances due are not permissible. (Note: Fundraising events may occur after gatherings or trips if tickets are sold before the event and participant costs were paid in advance in accordance with YIA policy. Example: Youth Group Stock Holder's Dinner held after a Youth Gathering.)

4. Prepared By: BE, TH, DL

5. Date: June 2004

6. Approved Date: _____

Reviewed: _____

SPL-YIA
Policy 2d
Financial Reporting and Record Keeping:
Role of Board of YIA

1. General Policy

The Board of YIA and YAA is accountable for equal and fair disbursement of funds to and from youth accounts. The Treasurer maintains good records covering fundraising profits and expenses for review by the YIA. And for quarterly review by Board of Christian Education. These records shall also be submitted annually for review by a church Auditor.

The Youth Director is responsible for overseeing all fundraising activities and the collection of monies for gathering trips and major events. These shall include making sure all youth or adult volunteers asked to serve such activities are briefed on the financial handling and reporting procedures involved. The YD shall collect, prepare and review the information to be submitted to the YAA including expenses, monies collected, documentation of hours, distribution etc. and insure that this completed in a timely manner. Error, lost funds or mishandled monies shall be reported immediately.

Volunteers must be willing to learn and follow guidelines provided by YIA policy for specific events or fundraisers. Volunteers required to handle funds for larger events and fundraisers shall be approved by the YIA and must be 21 years or older. Exceptions must be approved by the YIA.

2. Background

While it is important to a healthy ministry that funds be handled with care, it is also recognized that mistakes may occur. This is especially true when large numbers of students are collecting funds or when amounts are turned in piecemeal or past deadlines. It seems important that, barring true mismanagement or cases of dishonesty, mistakes be treated as such and used as learning experiences for all involved. Full disclosure is important to the integrity of Youth Ministry. Care should be given in advance to selection of trustworthy volunteers.

3. Prepared by: BE, TH, DL

4. Date: June 2004

5. Approved Date: _____

6. Reviewed: _____

SPL-YIA
Policy #3
Transportation/Drivers for Events

1. **General Policy Participants** and/or drivers for youth events must have approval from YIA to participate. This section is for those driving motor vehicles such as cars, vans, and/or buses.
2. **Background** The best way to insure good organization and discipline for youth events is to implement specific driver rules for all youth events that involve activities, travel, etc. outside St. Paul's.
3. **Policy Specifics**

Driver Requirements To be eligible to drive for Youth activities, drivers must conform to the following:

- a) The driver must have a valid driver's license.
- b) Adult drivers over the age of 21 are be used for any youth event that involves travel out of Milwaukee County. Youth with good driving records for at lead six (6) months may drive for local youth events with their parents written approval. Other parents should give permission in written form for their son or daughter to ride with a youth driver.
- c) An adult sponsor should be present in the car with a teen driver for any local event (Milwaukee County, metro area) that involves driving very late at night or in inclement weather conditions.
- d) Driving events should b e canceled in cases of severe weather.
- e) All drivers for youth events (adults and/or youth) must have personal insurance (coverage \$100,00 per person/\$300,000 per incident) on the vehicle used for transporting youth to scheduled events.
- f) The driver must agree to know and obey all driving guidelines set in this policy.

Driving Guidelines: These rules are fool all drivers involved in youth events.

- a) All Traffic laws are to be strictly followed. This includes speed limits.
- b) Drive defensively and as an example to the youth.
- c) Everyone is to have a seat belt on while the vehicle is in motion, even when the law allows otherwise.
- d) Drivers under the age of 18 may only have 1 (one) passenger in the front seat.
- e) Passengers may leave the vehicle only when the engine is turned off or the driver fives verbal permission.
- f) No youth are to leave the vehicle while it is stopped in traffic or at a traffic signal.
- g) Passengers are not to hinder or distract the driver while the vehicle is in motion.

Driving Violations If a driver disregards any of the driving guidelines it should be reported to the YIA. It shall be the YIA's decision as the any actions taken.

4. Prepared By: BE, TH, DL

5. Date: June 2004

6. Revisions: _____

**SPL-YIA
Policy #4**

Emergency Information/Permission Slips for Events

1. **General Policy Activity** permission and medical information forms are required for events outside St. Paul's Church and as deemed necessary by YIA for events held inside St. Paul's.
2. **Background** The best way to insure food organization and discipline for youth events is to implement specific rules and have complete emergency/medical information for all youth events.
3. **Policy Specifics**
Permission Forms **Permission** forms will be divided into two (2) categories as follows:
 - a) "Blanket Form" Emergency Medical Information, to be filled out annually.
 - b) "Event Form" Includes name, activity date(s), emergency contact phone numbers for the dates of the event, approval for driving and/or riding with youth drivers and verification of EMI form on file with YD.**Guidelines**
 - a) Youth must have signed Medical Information/Permission (Blanket Form) slip to participate in any activity.
 - b) Youth without a Medical Information/Permission slip may have parent give written permission and provide the needed information to the YD in last minute circumstances.
 - c) The YIA will provide the necessary forms required for all activities. See attached copies.
4. Prepared by: BE, TH, DL
5. Date: June 2004
6. Revisions: _____

SPL-YIA
Policy #5
Adult Youth Ratio at Youth Events

- 1. General Policy** A minimum of two (2) adults should be present at every youth event.
- 2. Background Safety** and prudent youth oversight suggests a minimum number of adults should supervise all youth events.
- 3. Policy Specifics**
 - a) A minimum of two (2) adults should be present at every Junior or Senior YIA group youth event.
 - b) Every effort will be made to have both male and female volunteers for activities, overnight events or outings involving male and female youth.
 - c) For safety's sake, events where large numbers of youth are anticipated, an adult to youth ratio should be not less than 1 to 7.
 - d) An adult is defined as any St. Paul's member or parent over age 21.
- 4.** Prepared By; BE, TH, DL
- 5.** Date: June 2004
- 6.** Revisions: _____

SPY-YIA
Policy #6
Personal Criteria for Parent Volunteers

1. **General Policy** Volunteers must meet certain personal criteria before they will be allowed to participate in youth activities.
2. **Background** Unfortunately, youth activities may attract people whose intent may be to hurt rather than help youth. This policy will help interpret possible involvement by those who may hurt our youth.
3. **Policy Specifics**
 - a) Parent volunteers of youth group events should be members of St. Paul's Lutheran Church.
 - b) No adult should be in charge of youth activities unless they have been a member of St. Paul's for at least six (6) months (insurance company recommendations). Consideration should be given to whether the volunteers are transfers or new members.
 - c) No one may work with the youth who is known to have a substance abuse problem, a recent police record or criminal activity (within last 3 yrs.) or mental health problems, which might affect judgment and reliability.
 - d) Whenever possible, the YD/Board of Christian Education will conduct a mini-background check on new adult volunteers. This will include checking with previous church and/or youth activities (Scouts, etc.) personnel about suitability for participation with youth.

Parents as Adult Volunteers

- a) Parents of youth may be part of the Youth Ministry. However, the youth shall be consulted regarding any involvement on the part of the parent in the activity(s) that also involve the student of that parent.
 - b) Parents are encouraged to participate and follow the agenda for the event. Any suggestions and/or comments by parents should be directed to the Youth Director 7 Board of Christian Education.
 - c) Those involved should remember to use common sense, good judgment, Christian experience and a loving attitude. If in doubt about a situation/action, ask "What would Jesus do in this situation?"
4. Prepared By: BE, TH, DL
 5. Date: June 2004
 6. Revisions: _____

SPL-YIA
Policy #7
Behavior Covenants

1. **General Policy** Behavior covenants will have to be signed by all youth participating in out-of-town and/or overnight events.
2. **Background** The best way to insure good behavior for out-of-town and overnight events is to prepare a behavior covenant in advance and enforce it during the event. This policy will help interpret the contents of a covenant and those bound by the covenant.
3. **Policy Specifics**
 - a) A covenant is a contract, which stipulated behavior expectations and consequences for youth, parents and adult volunteers.
 - b) A Behavior Covenant should emphasize the positive while being realistic about the potential for problems.
 - c) Anytime youth attend an out-of-town or overnight event, a behavioral covenant should be developed and signed by the youth, parents and volunteers who participate.
 - d) The YIA will review all covenants.
 - e) Covenants may also be use for lock-ins as deemed appropriate.
 - f) The most severe consequence for a major behavioral problem is: sending the youth(s) home at their parent's expense. Adult(s) in charge must implement this final action.
 - g) The youth not having a signed covenant **may not** participate in the planned event.
 - h) The YD will provide a sample of covenants to the necessary groups.
 - i) The YD has final approval to all covenants.

Expectations of Youth Youth are a part of the ministry of their own choosing. They are expected to:

- a) Comply with the rules that have been set by the YIA.
- b) Cooperate with the requests of YD and adult volunteers.
- c) Treat everyone with respect.

4. Prepared by: BE, TH, DL

5. Date: June 2004

6. Revisions: _____

SPL-YIA
Policy #8
Personal Insurance Coverage

1. **General Policy** Participants in major youth activities must have health/accident insurance.
2. **Background** St. Paul's Lutheran Church will not provide health/accident insurance for youth participants in any activity, nor will it pay any expenses related to illness or injury, which may occur during the activities.
3. **Policy Specifics**
 - a) It is expected that families of youth will have a primary health or accident insurance policy in place for all events.
 - b) Youth without coverage **will not** be allowed to participate in the scheduled events.
 - c) Youth without coverage may obtain temporary coverage on their own.
4. Prepared By: BE, TH, DL
5. Date: June 2004
6. Revisions: _____

SPL-YIA
Policy #9
Event Fee/Gas Reimbursement

1. **General Policy-** This policy describes the reimbursement of volunteer drivers for gas or activity fees.
2. **Background**
 - a. In general church volunteers give their time as a gift to God that is part of their regular stewardship.
 - b. Adult volunteers' event fee will be paid by the YIA general fund or participant fee.
 - c. Gas reimbursement will not be paid to volunteers for driving during/to events.
3. **Prepared by:** BE, TH, DL
4. **Date:** June 2004
5. **Revisions:** _____

SPL-YIA
Policy #10

Selection of Family Group Leaders for Youth Gatherings

1. **General Policy:** This policy describes the selection of volunteer adult leaders who accompany St. Paul's Youth to National, State and District Gatherings.
2. **Background:**
 - a. Most LCMS Youth Gatherings require youth to attend in "family groups" of 1 adult and 7-9 youth.
 - b. In general St. Paul's has sent the maximum number of adults allowed.
 - c. St. Paul's pays the registration, travel and meal cost of these volunteers.
 - d. Those who serve, as FGAL's must be capable of leading youth in small group Bible study.
 - e. Those who serve as FGAL's must be willing to take leadership in one or more fundraising activities and to participate in those led by other Family Groups.
 - f. Those who serve as FGAL's must relate well with all youth and be willing to participate in a covenant process governing participation and behavior before, during and after the gathering.
 - g. FGAL's are responsible for youth and parents through the YIA, the YD, the Board of Christian Education and the Pastors.
3. **Policy Specifics**
 - a. The YIA will seek to identify the best possible candidates to serve as FGAL's and not issue a general appeal to any whom might wish to serve.
 - b. Volunteer Family Group Leaders shall be active members in good standing and reputation.
 - c. The YD, Board of Christian Education and Pastors make final selection.
 - d. If more FGAL's are interested in serving than can actually attend the above mentioned personal shall make the selection utilizing the following considerations (not in order):
 1. Those with the qualities listed in section 2 above.
 2. Parents with youth attending over non-parents.
 3. Those likely to continue in service to youth and youth ministry at St. Paul's.
 - e. The maximum number of adults allowed shall be sent with family groups to a National Youth Gathering.
4. **Prepared By:** BE, TH, DL
5. **Date:** June 2004
6. **Revisions:** _____

SPL-YIA
Policy #11

Policy on Responsibilities of Leaders to Parents and other Authorities

1. **General Policy:** Professional and volunteer leaders in youth shall help youth to honor their parents and other authorities and model this respect in ministry.

2. Background

Those who work with youth and serve as advocates for them must be careful to build bridges rather than walls between youth and parents or other authorities.

Luther's Small Catechism states it this way:

Honor your father and mother. What does this mean? We should fear and love God so that we do not despise or anger our parents or other authorities, but honor them, serve and obey them, love and cherish them.

3. Policy Guidelines to Follow in Helping Youth Honor Parental and Other Authority

- a. Leaders need to model the honoring of parents and other authorities in their words and actions. They should also use their own authority in positive ways.
- b. Leaders are responsible for student's safety, welfare and behavior during activities in "semi-parental" ways. They should be aware of developing situations: attitude changes, unhealthy romances, frequent discipline problems, spiritual searching etc. and seek to encourage youth in personal discipline and healthy Christian living.
- c. Leaders should actively listen to young people who need to vent their feelings. However, they should not only avoid taking sides but also seek ways to build bridges of understanding. Parents aren't above criticism but leaders negative comments don't help. Taking the parent's side may make you lose credibility with youth.
- d. Confidentiality is important in the student/youth leader relationship except in cases where a student is in peril. Students should know in advance about how much they may confide in a leader. They should know the leader will listen with love and try to provide wise advice. They should also know that if they have a secret their parents need to know about, the leader will urge them to go to their parents and offer personal support in the process. They should also know that a leader might go to their parents or other authorities if the issue involves their personal safety.
- e. Leaders should be aware of when it is appropriate to seek outside help. Serious situations such as incest, date rape, drug abuse, abortion, suicide threats, etc. require skilled assistance. If it is inappropriate to approach parents, leaders should seek the wise counsel of experts to help.
- f. Leaders should understand their appropriate role in young people's lives. Leaders are often a step ahead of youth on life's trail and can often serve

as “guides” to help young people navigate life’s pitfalls and encouraging students to succeed.

4. Prepared By: BE, TH, DL

5. Date: June 2004

6. Revisions: _____

SPL-YIA
Policy #12
Policy on Music and Video Usage

1. **General Policy:** Music and videos viewed at any youth event should depict messages that are consistent with God's word and our Christian values. Choice needs to show God's wisdom and a Christ-like attitude. A broader standard can be used at the discretion of staff when excerpts from music and video materials are used as a teaching tool.
2. **Background:** Youth often participate in the selection of video materials for lock-ins or music for dances and other events. Sometimes what one-person finds acceptable another may not. Because of the wide range of materials available and the inconsistency of rating systems, it seems important to establish a policy to guide youth and adults as they seek to make wise decisions that are congruent with faithful Christian living.

"But among you there must not be even a hint of sexual immorality or of any kind of impurity or of greed, because these are improper for God's holy people. Nor should there be any obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving. Be very careful, then, how you live-not as unwise but as wise." Ephesians 5:3-5,15
3. **Policy Guidelines to Follow in Selecting and Using Media Materials for Ministry Events (Media Material-tapes, CDs, DVDs, video, video games, etc.)**
 - a. Media materials used should depict people as equal creations of the Lord rather than promoting racism, sexism or ageism.
 - b. Media materials used should present healthy Christian sexual values and behaviors rather than promoting pre/extra marital sex or homosexuality.
 - c. Media materials used should not use excessive offensive language: swear words, crude language or misuse of God's name.
 - d. Media materials used should promote a life style free of substance abuse rather than glorify the use of alcohol, tobacco and other drugs.
 - e. Media materials used should not attempt to promote idolatry in the forms of Satanism, hedonism or new age teachings.
 - f. No R or NC-17 rated media materials should be shown in their entirety at St. Paul's sponsored events.
 - g. Adult leaders before the event to establish conformity to guidelines a-e should preview PG and PG 13 materials.
 - h. Video games used for entertainment at youth events should avoid excessive violence. Games using sports themes or cartoon themes may be a better selection. Again, adult review is important.
 - i. It should be recognized that exceptions might be made for teaching purposes. Materials might be appropriate used in a learning context that would be inappropriate in an entertainment context.
 - j. For dances, a careful review of outside DJ play lists or thorough discussion with the DJ of our policies is vital before the event. Adults

in attendance should keep their ears open however, and pull inappropriate music from the play list if necessary.

4. **Prepared By:** BE, TH, DL

5. **Date:** June 2004

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SPL-YIA Event Reporting Worksheet

Person completing report: _____

Event Name: _____

Group (Circle): Jr High Youth Sr. High Youth

Event Date: _____ Time: _____

Event Description: Please attach fliers, event schedule, event planning, etc.

Event Leader(s): Please list planning team members

Other adult helpers: Please list adults who stayed to help and to assist with supervision.

Total # of Adults: _____

Total # of Youth (Please attach original attendance sheet or roster) _____

Budget Information:

Total receipts: _____

Total expenditures (Please attach copies of receipts submitted for reimbursement) _____

Were Fraternal or matching funds received? _____ Explain: _____

Evaluative Comments: (Attach formal evaluation(s) by participants if used)