

Youth Conference Sponsor Background Checks

Each sponsor is required to have a background check on file before arriving at Mo-Ranch. Every background check must have been run within 12 months of the conference and include social security number verification, a criminal super search (includes Nationwide Sex Offender Registry search) and a terrorist search. In addition, each adult sponsor is required to complete a training for Abuse Awareness.

To complete these requirements:

1. Please provide the legal name and e-mail address for each sponsor expected to attend.

(see below)

- Mo-Ranch Program staff will enter this information into Ministry Safe.
- Ministry Safe will then send a link for the training videos to the sponsor. (The training can be completed in segments.)
- At the end of the training, a test will be given.
- Upon completion, Ministry Safe will notify Mo-Ranch Programs of the completion of this training.

2. Provide verification of cleared background check for each adult sponsor.

Choose from either of these options.

- If you have a completed background check which complies with all of the criteria listed in the first paragraph above:
 - Submit your results by fax to the Mo-Ranch Program Office (830-238-4014).
 - Our Human Resources department will verify compliance.
 - We will provide necessary updates to the contact person below.
- As an alternative, Mo-Ranch is able to complete the background check for each sponsor.
 - Please include a \$14 non-refundable fee per background check.
 - Complete the background authorization form for each sponsor needing a background check.
 - Return to Mo-Ranch Programs by fax to 830-238-4014.
 - In order to protect your payment information, please contact a Mo-Ranch Program Manager at 1-800-460-4401.

Church/Organization: _____ Church City: _____

Contact Person: _____ Contact Phone: _____

Conference: _____

Sponsor: _____ Email: _____

Sponsor: _____ Email: _____

Sponsor: _____ Email: _____

Sponsor: _____ Email: _____

Sponsor: _____ Email: _____

Sponsor: _____ Email: _____

Mo-Ranch Background Check, Self-Certification and Authorization

This form is adapted in part from the standard PIF (Personnel Information Form) authorized by General Assembly PC (USA).

REQUIRED INFORMATION:

Signature _____ Date _____

Please note: By signing this document, you authorize Presbyterian Mo-Ranch Assembly to submit your name and e-mail address into Ministry Safe. You will receive a link from Ministry Safe requesting information necessary to complete a background check.

Print Full Name _____ Date of Birth _____
(First, Middle, Last)

Address _____ City, State, Zip _____

Email Address _____

Attending which conference(s) _____

Please check the following that apply to you:

___ I certify that I have never been convicted of a felony or misdemeanor, and I do not have current charges pending against me and have never received deferred adjudication.

___ In addition, I certify that no civil, criminal, ecclesiastical complaint has ever been sustained* or is pending* against me for sexual misconduct or physical abuse or neglect of children; and I have never resigned or been terminated from a position for reasons related to sexual misconduct or abuse of children.

___ I am unable to make the above certifications. I offer, instead, the following description of the complaint, termination, or the outcome of the situation with explanatory comments.

(Write description here if you are unable to make the above certification)

- **Check One:** Yes No Have you ever been convicted of a crime related to the use, distribution of or trafficking in narcotics or other controlled substances? If yes, please discuss here and indicate the resolution of the matter.

- **Check One:** Yes No Have you been found guilty of a vehicular moving violation in the last three years? If yes, please explain below.

- **Check One:** Yes No I have had a national criminal background check performed in the past.

If yes, please indicate when _____ and where _____.
I authorize Presbyterian Mo-Ranch Assembly to obtain a copy of a previously performed criminal background screen.

Definitions:

* Sustained

- ◆ In a criminal court, "sustained" means that I have been arrested for or charged with or entered in a guilty plea, received a guilty verdict or entered into a plea bargain
- ◆ In a civil court, "sustained" means that there has been a judgement against the defendant.
- ◆ In an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, by a permanent judgement judicial commission in the Presbyterian Church (USA) or an equivalent body of another church.

* Pending

- ◆ In a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case where there is not yet a verdict.
- ◆ In a civil court, "pending" means a case in which there has not been a decision or judgement.
- ◆ In an ecclesiastical case, "pending" means an accusation is being investigated by a special disciplinary committee or charges have been filed but have not been decided by a permanent judicial commission; or an accusation or charges are in an equivalent state or process in a church other than the PC (USA).

(The following is taken in part from definitions in the General Assembly Sexual Misconduct Policy and its Procedures, Pg.13)

"Sexual Misconduct is the comprehensive term used in this policy and its procedures to include: 1) Child sexual abuse, as defined above [refers to Policy]; 2) Sexual harassment, as defined above [refers to Policy]; 3) Rape or sexual contact by force, threat, or intimidation; 4) Sexual conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another; 5) Sexual Malfeasance defined as sexual conduct within a ministerial (e.g. clergy with a member of the congregation) or professional relationship (e.g. counselor with a client, lay employee with a church member, presbytery executive with a committee member who may be a layperson, a minister, or an elder). Sexual misconduct includes unwelcome sexual advances, request for sexual favors, and verbal or physical conduct or contact of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, social, intimate, or marital relationships; 6) Sexual Abuse as found in the Book of Order D-10.0401b (see Accuser/Victim). Sexual Misconduct also includes but is not limited to any arrest, indictment or conviction for criminal homicide; aggravated assault; crimes related to possession, use, or sale of drugs or controlled substances; sexual abuse; sexual assault; injury to a child; incest; indecency with a child; inducing sexual conduct or sexual performance of a child; possession or promotion of child pornography; the sale distribution or display of harmful material to a minor; employment harmful to children; abandonment or endangerment of a child; kidnapping or unlawful restraint; public lewdness or indecent exposure; and enticing a child. Sexual Misconduct also includes but is not limited to the following specific acts or omissions, Any direct observations or evidence of sexual activity in the presence of or in association with a minor, any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor, sexual advances or sexual activity of any kind between any person and a minor, infliction or physically abusive behavior or bodily injury to a minor, physical neglect of a minor, including failure to provide adequate supervision in relation to activities, mental or emotional injury to a minor, the possession or presentation of obscene or pornographic materials to a minor, the presence, possession, or being under the influence of any illegal or illicit drugs with or in the presence of a minor, the consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for minors and providing alcohol or drugs to a minor unless otherwise allowed by law.

This notice satisfies the notice and authorization requirements under the Fair Credit Reporting Act (FCRA). To receive a copy of the consumer report mentioned in this authorization form, contact Intellicorp at (888)946-8355 or CustomerService@Intellicorp.net.

The information contained in the application is accurate to the best of my knowledge and may be verified by Presbyterian Mo-Ranch Assembly. I hereby authorize Presbyterian Mo-Ranch Assembly to inquire concerning any civil or criminal records, or any judicial or other proceedings involving me as a defendant. By means of this release I also authorize any previous employer, and any law enforcement agencies or judicial authorities or ecclesiastical governing bodies to release any and all requested relevant information to Presbyterian Mo-Ranch Assembly.

I have read this certification and release form and fully understand that by signing this form, I agree the information obtained may be used to deny my services to Presbyterian Mo-Ranch Assembly.

Signature

Date

Child Protection

The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.

Church/Organization: _____

Church City: _____ **Conference(s):** _____

The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment. Part of living up to that mission statement is doing our best to provide for the physical, emotional and spiritual safety of the youth who come to our conferences. While sponsors are entirely responsible for the supervision of their youth outside of small group times, in light of recent changes to state law, we have reviewed child protection polices for Mo-Ranch programs as they affect planning team members and conference leadership. All leadership and sponsors will be asked to read and sign this document.

I understand that Mo-Ranch has a zero-tolerance policy in regard to child abuse in any form (sexual, physical, emotional or any other type of abuse).

I will never be alone with a youth participant*. In the event being alone with a youth is unavoidable or happens accidentally, I will immediately notify the conference director or Mo-Ranch Program Director of the situation that caused this to occur. I understand that by following the "Rule of Three" as printed on the "Youth Conference Sponsor Responsibilities" page, found below, I can avoid this situation.

I understand that being alone with a participant can and will be considered inappropriate and could jeopardize my ability to remain at the conference and/or to return in future years to a Mo-Ranch youth conference.

I will not have inappropriate relations with youth. This includes but is not limited to:

- Abuse in any form including bullying or hazing.
- Inappropriate conversations or contact with youth during or after the conference.

I agree to report the following immediately to the conference director and/or the Mo-Ranch Program Director:

- Any and all suspected child abuse.
- Any sponsor or conference staff member who may be involved in inappropriate relations with participants.
- I understand these reporting responsibilities extend to small group leaders, platform leadership, conference planning team members, Mo-Ranch staff members and anyone else who has contact with youth at a Mo-Ranch Conference.
- If I feel uncomfortable reporting suspected abuse to the conference director, I will report it to the Mo-Ranch Program Director. I may also choose to report the abuse to Human Resources or the President of Mo-Ranch, but I understand that I must report any suspected abuse.

I _____ have read and understand what is expected of those supervising youth regarding Child Protection at a Mo-Ranch conference. I agree to follow the above policy during my time while at Mo-Ranch.

Signature

Date

*Exception: If the sponsor in question is the parent or legal guardian of the youth in question, they may be alone together during a conference.

Youth Conference Sponsor Responsibilities

The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.

Adult sponsors play a key role in the success of each of our conferences.

- Each group must send a minimum of one adult for every five youth. Churches must send sponsors of the same gender as those youth who will be participating.
- In order to maintain a ratio, adult sponsors may be asked to supervise youth from another congregation up to a maximum of five youth. Confirmation of registration is dependent on the availability of sufficient adult sponsors for each gender and/or the gender requirement.
- Churches with small congregations that find it difficult to meet the sponsor/participant ratio should contact the Mo-Ranch Program Office (programs@moranch.com) for assistance in securing appropriate supervision for their youth.
- Mo-Ranch has a zero-tolerance policy regarding child abuse (including, but not limited to physical, emotional or sexual abuse).
- Mo-Ranch sponsors must also abide by the Rule of Three (2 youth and 1 adult) or (2 unrelated adults and 1 youth) to ensure safety for all guests. No adult shall be left alone with a minor; therefore, sponsors will not be housed in the same hotel room as youth participants. A reasonable ratio of adult workers will be maintained in each situation involving the supervision of minors.
- Mo-Ranch staff and volunteer directors will engage in ongoing supervision and may make unannounced visits to classes and other program sites during the conference.
- Sponsors are responsible for the behavior of their youth at all times.
- Sponsors are asked not to bring non-participant children to the conference.
- Each sponsor is expected to participate fully in all conference activities and to facilitate home group devotions.
- Sponsors are responsible for ensuring that their youth attend all conference activities.
- Sponsors are expected to maintain a positive attitude because it will make a difference in the atmosphere of the conference. Your attitude has a direct effect on your youth and on your own enjoyment. You are an important role model!
- Sponsors are expected to see that youth observe afternoon rest times and lights-out each night, eat regularly, drink plenty of water, and remember to use sunscreen.
- Sponsors are not allowed to leave Mo-Ranch once your group has checked-in (unless for emergencies).
- In the case where a youth participant becomes ill/injured and requires medical attention, youth sponsors are the designated responsible adult(s) to transport/accompany the young person to the clinic or hospital. Mo-Ranch staff and/or conference leadership will provide guidance and assistance with the young person's situation (e.g. responding with First Aid, providing directions to urgent care or the ER, etc.), but youth sponsors remain the primary care-giver for the youth.
- Sponsors are encouraged to be open to all the good ways God is at work in the conference community.

Youth Conference Participant Covenant

The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.

More than a set of “rules” or “guidelines” a covenant between conference participants remembers our Biblical foundations. God who created all that was, is, and is to come made covenant to love and care for us at all times. Following God’s lead, we covenant with one another when we gather in community in order to make a safe and caring place for playing, studying, worshiping and living.

I promise to participate in the building and caring for community by:

- Being fully present and participating in all scheduled activities
- Showing respect for conference participants, staff, other guests as well as the ranch itself by:
 - Asking before entering a housing facility that is not my “home” for the week
 - Abiding by the smoke-free building policy
 - Being responsible for my belongings and caring for the property of others
 - Refraining from throwing things off either catwalk
 - Swimming in groups, at designated times
 - Refraining from jumping or diving from the highway bridge or the dam
 - Using the Ropes Course only while Mo-Ranch staff are present
- Dressing appropriately by wearing clothing that allows me to participate fully in the activity at hand, keeping in mind that I am attending a church youth conference and that I represent my family, congregation and community at all times by what I say, do, and wear. I will not bring clothing that advertises alcohol or tobacco or other illegal substances; nor which contain language/pictures that demean or ridicule someone’s gender, sexuality or ethnic origin.
 - Swim suits must fit in such a way that they stay on my body. Swim trunks should be worn at the waistline and not be shorter than mid-length (6”-7” inseam).
 - Water activities/recreation events: All participants are expected to wear t-shirts covering the torso/with sides.
- Abiding by laws prohibiting the possession or use of illegal drugs and which prohibit the possession or use of alcohol by persons under the age of 21. (As an adult over the age of 21, I will abstain from consuming alcohol during the conference). I will take medication prescribed to me by a doctor only as directed.
- Refraining from sexual activity while at Mo-Ranch.
- Caring for the environment in which we are all learning, playing and living by putting trash and recyclables in to the appropriate containers; using my audio devices in such a way that they do not disrupt others; watching the ways I express myself through words and actions; and minimizing technological distractions (texting, phones, tablets).
- Leaving at home items such as: skateboards, scooters, rollerblades, firearms, knives, weapons of any kind, incendiary devices (matches, lighters, fireworks and so on), laser pointers, or other items that could disrupt the conference or other Mo-Ranch guests.
- Practicing the "Rule of Three" (2 youth and 1 adult, or 2 unrelated adults and 1 youth) while in classrooms, walking about the ranch, and in housing.

I agree to abide by this covenant while I am a member of this community. I understand that if I break this covenant by endangering or disrespecting myself or others, I may be sent home at the discretion of Mo-Ranch leadership. If I am youth and am sent home, it will be at my parent’s expense and my church may be notified.

Participant Name (printed)

Signature

Date

I have read the Conference Participant Covenant and understand if the decision is made to send my youth home, it will be at my expense.

Parent/Guardian Name (printed)

Signature

Date

PRESBYTERIAN MO-RANCH ASSEMBLY

AGREEMENT TO PARTICIPATE, ASSUMPTION OF RISK INDEMNITY AGREEMENT AND RELEASE OF LIABILITY

PARTICIPANTS NAME: _____

School, Church, Conference, or Group _____

Whereas, the above named participant (hereinafter referred to as "participant") wishes to be accepted for participation and take part in programs (hereinafter referred to as "Programs") to be organized, conducted, and supervised by Presbyterian Mo-Ranch Assembly of Hunt, Texas (hereinafter referred to as "Mo-Ranch"); and in consideration of Mo-Ranch's action in allowing participant to participate in such Programs:

The undersigned, as legal guardian of participant, acknowledges that during the said Programs that participant has requested to participate in, certain risks and dangers may occur. These include, but are not limited to the hazards of physically demanding activities, ropes courses and aquatic activities, accident or illness in remote places without medical facilities and the forces of nature. The undersigned further recognizes that these risks may include loss or damage to personal property, physical or psychological damage and/or injury not excluding fatality due to accidents, which may occur. I further understand that in participating in the Programs that participant is requesting to participate in, participant will be exposed to the elements of nature, including temperature extremes and inclement weather.

In consideration of, and for the right to participate in, Programs and services arranged for participant by Mo-Ranch, its Owners, Trustees, Directors, Officers, Employees, Agents, and/or Associates (herein after all called "Mo-Ranch"), the undersigned hereby **ASSUMES ALL THE ABOVE RISKS AND ANY OTHER ORDINARY RISK INCIDENTAL TO THE NATURE OF PROGRAMS WHICH ARE NOT SPECIFICALLY FORESEEABLE. THE UNDERSIGNED ALSO AGREES TO AND SHALL HOLD HARMLESS AND UNCONDITIONALLY INDEMNIFY MO-RANCH, ITS OWNERS, TRUSTEES, DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, AND/OR ASSOCIATES FROM AND AGAINST ANY AND ALL ACTIONS, CLAIMS, LOSSES, COSTS, DAMAGES, EXPENSES AND LIABILITY OF ANY AND EVERY KIND (INCLUDING BUT NOT LIMITED TO ATTORNEY'S FEES) FOR ANY AND ALL INJURIES TO OR DEATH OF ANY PERSON, INCLUDING BUT NOT LIMITED TO PARTICIPANT, OR DAMAGE TO OR LOSS OF ANY PROPERTY DIRECTLY OR INDIRECTLY ARISING OUT OF OR CAUSED BY OR CONNECTED WITH OR INCIDENTAL TO OR RESULTING FROM PARTICIPANT'S INVOLVEMENT IN THE PROGRAMS INCLUDING BUT NOT LIMITED TO ANY ACT, OMISSION OR NEGLIGENCE OF MO-RANCH OR ITS OWNERS, TRUSTEES, DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, AND/OR ASSOCIATES, REGARDLESS OF WHETHER OR NOT IT IS CAUSED IN WHOLE OR IN PART BY A PARTY INDEMNIFIED HEREUNDER.**

The undersigned hereby gives permission and authorizes medical personnel selected by Mo-Ranch or its agents to provide any medical care for participant, which they believe to be required. This authorization is unlimited in scope including, but not limited to, authority to order injections, anesthesia, surgery, and other invasive medical procedures. The undersigned also understands and agrees to assume full financial responsibility for paying all costs and expenses associated with the provision of medical care for participant. Furthermore, the undersigned also agrees to assume full financial responsibility of any costs associated with any specialized means of evacuation necessary to transport participant to an appropriate medical care facility. The undersigned affirms that the health of participant is good and there is not ongoing physician's care or treatment for any undisclosed condition that bears upon participant's fitness to safely participate in the activities of Programs. In addition, certain health and medical information must be made known to the staff conducting the Program so that they are prepared to respond appropriately if the need arises. This information will be held in confidence.

The undersigned also states that participant is not under, and will not be under, the influence of any chemical substances other than prescribed medication; including alcohol. The undersigned further states that any medication participant may be taking will not affect participant's full participation in Programs or affect participant's personal safety or the safety of others. The undersigned also understand that the participation of participant is entirely VOLUNTARY. Participant enters into this activity and takes full responsibility for their decision to participate, or not to participate, and agrees to follow all safety instruction and rules.

Both parties irrevocably consent and submit to the jurisdiction and venue of the State and Federal Courts having jurisdiction of Kerr County, Texas in connection with any suit, action, or other proceeding concerning this Agreement and Release. If any dispute results, then both parties agree to binding arbitration. If any provision of this Agreement and Release is found to be unenforceable by a Court of the last resort, it is the parties' intention that the Court should reform the unenforceable provision so as to best approximate the parties' intent, and to enforce the provision as reformed. **TEXAS LAW SHALL APPLY TO THIS AGREEMENT and its VALIDITY, CONSTRUCTION, INTERPRETATION, NEGOTIATION, PERFORMANCE, DEFAULT AND/OR ENFORCEMENT.**

Agreement and Release for participation starting _____ and ending _____
Date Date

Signature of Participant _____ Date _____

Signature of Parent/Guardian _____ Print Name _____ Date _____

Please check the following program(s) you will be participating in while at Mo-Ranch:

Conference Environmental Leadership Program Summer Camps Day Camp Other: _____

**PRESBYTERIAN MO-RANCH ASSEMBLY
REGISTRATION AND HEALTH INFORMATION**

Activities provided by Presbyterian Mo-Ranch Assembly Programs are by their nature physically and emotionally demanding. Therefore, all participants must be free of medical or physical conditions which might create undue risks to themselves or any others that depend on them. Good physical and emotional conditions will increase your enjoyment of the activities. If there is any doubt about your ability to safely participate in this experience, you should consider having a physical examination. A description of activities is available.

School, Church, Conference or Group Name _____

Participant's Legal Name _____ Date of Birth _____

Preferred name: _____ Shirt Size (Adult S-3X) _____

Mailing Address _____

City _____ St _____ Zip _____

Daytime Phone (_____) _____ - _____ Evening Phone (_____) _____ - _____

For Minors Only

Parent/Legal Guardian _____ Phone (_____) _____ - _____

2nd Parent/Legal Guardian _____ Phone (_____) _____ - _____

Participant lives with? _____ Phone (_____) _____ - _____

If you will be away from home during this Program, how can we reach you?

Emergency Contact (for minors, please list someone other than parents/legal guardians)

Name _____ Relationship _____

Daytime Phone (_____) _____ - _____ Evening Phone (_____) _____ - _____

Are you insured under a medical/accident/hospital plan? No Yes

Carrier _____ Policy No. _____

Address _____ Phone (_____) _____ - _____

City _____ St _____ Zip _____

Name of Physician _____ Phone (_____) _____ - _____

Allergies to insects/plants? No Yes Please list _____

Allergies to medications? No Yes Please list _____

Are you currently taking any medications? No Yes Please list name of medications and reason for taking:

Please disclose any condition, limitations, or needs which might affect your ability to fully and successfully participate in a program of rigorous physical and/or emotional outdoor activity in a remote setting. Please attach prescribed limitations and instructions from your doctor if applicable.

PHOTO RELEASE

I understand that photographs, video and/or digital images (hereinafter "images"), may be taken of my participation or my minor's participation in various activities while at Mo-Ranch. I understand that no names or personal contact information will accompany any images. I understand that these images may be used in daily slide shows, web-site photo albums, video yearbooks, and other promotional materials and/or publications. I acknowledge below that I do consent to such images of my likeness or my minor's likeness being taken and do not request compensation for the use of my likeness or my minor's likeness.

Adult participant or custodial parent or legal guardian signature