

Dear Chaperone/Drivers,

Please do the following as soon as possible:

1) Complete the attached "MC Adult Hold Harmless Form" for yourself (It's two pages...one a consent form, one a medical form). Please bring TWO SIGNED COPIES of each on Sunday.

2) Please read both sides and complete the "Field Trip Driver Information Sheet" that you receive in your email. Please bring TWO COPIES on Sunday.

NOTE: There is a typo on this sheet under "Insurance Information" It should read "Insurance Company" and "Policy #" Please provide both.

--IF you are borrowing a vehicle, please read the back of the sheet and call your insurance company to make sure you and the owner of the vehicle have appropriate coverage for the purposes of this trip.

3) Then, you must take 20 minutes to go online and complete a Defensive Driver course which is required by Catholic Mutual. Please visit [this webpage](#) to register for and complete the short course. After you click above link, follow these steps:

- * Click the link to register for the Defensive Driver Course
- * "Find Your Diocese", select: WHEELING-CHARLESTON
- * Register for New Account (fill in all the fields)
- * "Select the Primary Parish at which you Volunteer", select: HODGES PASTORAL CENTER--HUTTONSVILLE
- * "Please select a Role"-- select, VOLUNTEER
- * "I participate as a", select: VOLUNTEER
- * Click to register account and then it will bring you to the video.
- * Then suffer through for 18 minutes :)
- * Then you will have to take a "quiz" which you will not fail.
- * Last, go back to your log in page and you will be able print out a certificate to prove you watched the video. **Please bring a copy of the certificate to give to Manus Christi.**

4) Please call your insurance company and ASK them if you need to add the Diocese of Wheeling-Charleston and/or the Diocese you are apart of." Please bring with you a certificate of insurance stating this.

5) Please make sure you have your insurance up to date and you have your insurance and registration information IN THE VEHICLE for the trip. Also, please make sure you start off the trip with a FULL TANK, the oil and tires are good.

THANK YOU SO MUCH FOR VOLUNTEERING!! Our kids could not have this opportunity without your help.

Call with any questions or problems.