



**ENROLMENT
FORMS
NGĀ PUKA
*TOMOKANGA***



The Catholic Agency for Justice, Peace & Development



THANK YOU

FOR REGISTERING FOR THE CARITAS CHALLENGE!

These pages contain all the paperwork you may need to coordinate your Caritas Challenge event. While it is not compulsory to use all of the administration forms in this pack, as your school/group may have your own policies and procedures, we strongly recommend you consider its contents.

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For more information or to download more resources, please
visit our website:

www.caritas.org.nz/caritas-challenge



CARITAS AND A NEW WAY FORWARD

Caritas Aotearoa New Zealand (Caritas) is the New Zealand Catholic Bishops' agency for justice, peace and development. Working together with the Catholic community for a world free of poverty and injustice, we strive to achieve this through community development, advocacy, education, and emergency relief. Caritas supports the poorest and most vulnerable, regardless of ethnicity, religion or nationality.

Everything seemed to be turned on its head in 2020 when the COVID-19 pandemic impacted communities across the entire planet. Most of us have learnt to adapt in different ways to overcome challenges and find a new way forward. It seems fitting that the theme for all the Caritas education resources in 2021 is **A NEW WAY FORWARD**.

In 2021, Caritas Challenge is supporting its new programme that will run for the next 5 years - *He Oranga Taurikura*. It is an integral human development programme that enhances health and wellbeing and develops more diverse and resilient livelihoods in seven countries (mainly in the Pacific). Like all the work of Caritas, it is underpinned by Catholic Social Teaching principles including human dignity, solidarity and participation. A tailored approach will meet the priorities of long-term partners in nutrition, food and water security, WASH, vocational and livelihoods education, access to credit, and climate change response and adaptation improvement. *He Oranga Taurikura* takes a long-term approach to supporting local partners to deliver to otherwise neglected rural populations in the remotest locations.



Every dollar donated will be matched by the New Zealand Aid Programme and become **\$4**.

Here are some examples of how your donations will be used to provide A NEW WAY FORWARD:

- In **Fiji**... training youth to become self-sufficient
- In **Kiribati**... nutrition courses for women and youth
- In **Papua New Guinea**... new water system to help access clean drinking water
- In **Solomon Islands**... skills training for unemployed youth
- In **Tonga**... new supplies for future emergencies
- In **Cambodia**... rice mills, tractors, seed stores and training for rural farmers
- In **Timor-Leste**... food processing equipment for rural women

Find out more [online](#) about how Caritas is supporting communities to find A NEW WAY FORWARD.



A GUIDE TO ORGANISING YOUR CARITAS CHALLENGE

STEP 1: ORGANISE

- Gather your team and choose a Caritas Challenge Coordinator.
- Get other people (students, teachers, youth leaders, etc.) on board to help plan as a team.
- Consider seeking sponsorship to help fund your Challenge.

STEP 2: CHOOSE YOUR CHALLENGE

Decide what you'll do for your own Challenge: **MOVE IT**, **LIVE IT**, **SWEAT IT**, or **STOP IT**. Combine elements of each, or design your own unique 24-hour Challenge. If you can't do a 24-hour Challenge, how about trying to do a Challenge for 12 hours, or even 8 hours? Check out our website for ideas!

STEP 3: SET A DATE

Set a date (make sure it's for 24 hours!) during the Caritas Challenge period between February and June 2021, or choose another date suitable to your own circumstances.

STEP 4: PROMOTE AND FUNDRAISE

- Promote the event to your school, youth group and wider parish community.
- Use the Caritas Challenge posters to widely advertise your event.
- Ensure your friends and family know to use your unique code so that funds can be allocated to your Challenge group.

STEP 5: SORT OUT LOGISTICS

- Secure the venue, helpers, sponsors, supervisors and equipment needed for your event.
- Work out your budget, safety plan and risk management plan. All of these forms are provided in this enrolment pack, and are also available on our website.

STEP 6: DO THE CARITAS CHALLENGE!

Move It, Live It, Sweat It, or Stop It for 24 hours! Don't forget to take photos - we'd love to see them! Email them to us at challenge@caritas.org.nz, post them in the CANZ Education Facebook group, or tag us on social media with the hashtag #CaritasChallenge.

STEP 7: WRAP UP YOUR CHALLENGE

- Thank everyone! Don't forget to thank your sponsors, volunteers, participants, leaders and teachers for their contributions to your Caritas Challenge.
- Send all funds and sponsorship forms to Caritas by August 2021.

If you require assistance during any stage of your Caritas Challenge, please do not hesitate to contact us at **04 496 1782** or **0800 22 10 22**. You can also email us at challenge@caritas.org.nz.

Resources - including t-shirts, forms, and Challenge ideas - are available on our website, which can be found at the bottom of each page of this enrolment pack.



CARITAS CHALLENGE

HOW FUNDRAISING WORKS

The Caritas Challenge is designed to be highly adaptable to suit your group and community. You may want to seek sponsors from friends and family, or from local businesses. Alternatively, you could have an entry fee for your Challenge and raise funds that way. Be creative!

HOW TO COLLECT DONATIONS FOR YOUR CHALLENGE

1. By cash (using the Caritas account details listed below)
2. Online at www.caritas.org.nz/caritas-challenge

Many banks are discontinuing their use of cheques. You may want to ensure that donations are not made by cheque as they may not be able to be deposited.

HOW TO SEND DONATIONS TO CARITAS

1. Make a single online donation of all funds raised at www.caritas.org.nz/caritas-challenge (don't forget to include your unique code!)
2. Make an online bank transfer to Caritas at this account: **12-3192-0003532-01**
3. Deposit all of your funds at the bank.

Please do not send us cash.

Please ensure that you have donated online or deposited your funds no later than 13 August 2021.

WHY IS THE UNIQUE CODE SO IMPORTANT?

You are allocated a unique code when you register for the Caritas Challenge, so that when people donate to your Challenge the money is allocated to your school/group. This means that at the end of the Challenge we can tell you how much you raised.

NOTES FOR THE COORDINATOR

- Number and keep track of each participant sponsorship form. Participants should encourage sponsors to donate online at www.caritas.org.nz/caritas-challenge using your group's unique code.
- Caritas will provide official receipts for donations over \$5 once we receive both the sponsorship and coordinator's forms.

Collect all sponsorship forms from participants and send back to Caritas with the coordinator form by **13 August 2021**.



CARITAS CHALLENGE (1 OF 2) APPLICATION FOR APPROVAL

RATIONALE

The Catholic character of our school/youth group involves teaching our students the Gospel values of Christ. Included in these values is our call to work with and for the poor. As young people enjoy learning through experience, we propose running a Caritas Challenge event so that students will have an opportunity to experience in a small way some of the challenges faced by those living in poverty on a daily basis.

GOALS

1. To develop participants' awareness of poverty
2. To enhance participants' understanding of some of the real issues faced by millions of people in the world everyday through a simulated experience in a safe and enjoyable context
3. To raise money for the work of Caritas in alleviating poverty

GUIDELINES

To achieve these goals, the following guidelines apply:

- The Caritas Challenge will be managed according to risk management principles.
- Safety will be based on established legal, health and safety documentation.
- Students will be encouraged to raise money through sponsorship for the Caritas Challenge.

PLEASE FILL OUT THE FORM BELOW (CONTINUED ON NEXT PAGE)

Teacher/Youth worker:

Venue:

Date(s): Times:

Class Level/Age: Number of Participants:

Parent/Volunteer helpers:

.....

.....

Approximate cost per participant (see budget sheet): \$.....

Principal/Youth group leader:

(continued on next page)



CARITAS CHALLENGE (2 OF 2) APPLICATION FOR APPROVAL

Proposed Caritas Challenge Event:

.....
.....
.....
.....
.....

Expected outcomes:

.....
.....
.....
.....
.....

Comments:

.....
.....
.....

Approved by (print name/title):

.....

Signature:

Date:



CARITAS CHALLENGE CHALLENGE BUDGET

TOTAL EXPENSES

Examples: food, event costs (e.g. venue, portaloos, etc.), activity costs (e.g. string, tape, etc.), etc.

Item	Quantity	Unit Cost (Cost per item)	Total cost (Quantity x Unit Cost)

A. TOTAL EXPENSES:

INCOMING MONIES

Examples: Participation fees, donations, event sponsorships, etc.

Note: You may choose to have a small participation fee to cover the costs of running the event, or offset costs by seeking donations and utilising venues you have ready access to and materials on hand. You may also choose to set an amount that participants need to get from sponsorship (e.g. \$50).

Item	Quantity	Unit Cost (Cost per item)	Total incoming (Quantity x Unit Cost)

B. TOTAL INCOMING:

**C. TOTAL COST:
(A - B)**



CARITAS CHALLENGE PARTICIPANT CONTRACT

Name:

I understand that this event is an opportunity for me to experience in a small way some of the challenges faced by those living in poverty on a daily basis. I realise that I need to take on genuine responsibility for my own safety and that of others.

I agree to do the following to make this happen:

- Show courtesy and consideration to others.
- Follow the rules and instructions of staff and other supervisors at the event.
- Look after myself and my personal belongings.
- Declare medical conditions that could affect my participation in the event.
- Accept the rules set by the school/youth group for the event, even if they are different rules to what I have at home.

I understand that my parents/caregivers will be contacted and I may be sent home if:

- My actions are considered unacceptable by staff.
- I breach the school/youth group drugs and alcohol policy.
- My actions put others in danger.



Signed: Date:



Parent/Guardian signature: Date:



CARITAS CHALLENGE PARENT NEWSLETTER TEMPLATE

Copy and paste the text below, filling in the bracketed fields with the relevant information for your Caritas Challenge event.

Dear Parent/Guardian,

[NAME OF SCHOOL/YOUTH GROUP] is coordinating the Caritas Challenge. This 24-hour event provides an opportunity to experience in a small way some of the challenges faced by those living in poverty on a daily basis. It is a fun and informative way to connect our youth with the principles of Catholic social teaching during Lent. Caritas is the Catholic agency for justice, peace and development.

The event will take place on **[DATE]**. It will start at **[START TIME]** and finish at **[END TIME]**. It will be held at **[VENUE NAME/ADDRESS]**.

To register for the Caritas Challenge, participants will need to return the signed parental consent form and participant contract to **[CARITAS CHALLENGE COORDINATOR NAME]** by **[REGISTRATION DEADLINE DATE]**.

- Staff and parents will supervise the Caritas Challenge at all times. We will be requiring parental assistance, so please fill in the parental consent form indicating if and when you would be available. Volunteers may be required for all periods over the 24 hours.
- Simple meals will be provided over the 24 hours. If you are able to contribute food, it would be greatly appreciated.
- If participants need to leave the venue to attend sporting or other commitments, please indicate on the parental consent form.

As the coordinator, I will be contactable over the weekend at
[CARITAS CHALLENGE COORDINATOR NAME]
[MOBILE NUMBER]
[ALTERNATIVE CONTACT NUMBER]
[CARITAS CHALLENGE COORDINATOR SIGNATURE]

» CARITAS CHALLENGE PARENT CONSENT FORM

CONTACT DETAILS

Child's Name (first): (surname):.....

Name of Parent/Guardian:

Address:

Telephone (home): (mobile): (work):

Email:

Other Emergency Contact Name (first): (surname):

Telephone (home): (mobile): (work):

Relationship:

MEDICAL INFORMATION

Doctor's Name: Telephone:

My child has had the series of three tetanus injections. Y N

The last injection was on (date):

Please indicate below if your child suffers from any medical concern and provide the teacher/youth group leader with any further necessary information.

..... Asthma Bed Wetting Sting Allergies Hay Fever

..... Sinus Sleep Walking Diabetes Other

Allergies to medicine:

Is your child currently taking any medication? Y N

If YES, please list name of medication(s) and dosage(s):

.....

Other medical notes:

.....

MEDICINE BEING SENT

Please place in a sealable plastic bag labelled with the child’s name. Please include any/all specific instructions here:

.....
.....
.....

SUPERVISION

My child will need to be absent from the venue during the event.

N/A OR Between

Please remind your child to always check in and out with a supervisor.

I will be able to assist with supervision during the Caritas Challenge. Y N

If YES, times available:

DONATIONS

I am able to donate the following food items:

.....
.....

APPROVAL

- In the event of an accident or illness, I authorise the obtaining of such medical assistance as may be required.
- I give staff in charge the authority to arrange any travel home for the student in my care, at my expense should it be required for reasons of ill health or discipline.
- I approve of my child attending the Caritas Challenge.



Signature:

Date:

CARITAS CHALLENGE SUPERVISION ROSTER

Time	Teacher/Youth Worker	Parent/Volunteer 1	Parent/Volunteer 2
0000			
0100			
0200			
0300			
0400			
0500			
0600			
0700			
0800			
0900			
1000			
1100			
1200			
1300			
1400			
1500			
1600			
1700			
1800			
1900			
2000			
2100			
2200			
2300			
2400			



CARITAS CHALLENGE

SAFETY AND RISK MANAGEMENT

For the purposes of running the Caritas Challenge, you will need to:

- Seek Approval from Senior School Management or Youth Group leadership (example included).
- Check the safety of the activity, venue, staff/volunteers involved, before running the activity.
- Complete a Risk Management Plan form outlining possible risks and procedures should they eventuate (example included).
- Make parents, students, leaders and other helpers aware of the emergency procedures and possible risks at the beginning of the event.
- Keep an Injury Register of accidents that happen (example included).
- Compile an emergency information sheet listing student health information and emergency contacts (example included).
- Ensure that the coordinating teacher, youth group leader or another helper has an up to date First Aid Certificate.
- Have a communication system in place to facilitate actions during an emergency.
- Obtain consent from parents for their child's involvement in the Caritas Challenge (example included).

In completing a Risk Management Plan or other assessments, an activity planner is expected to identify and manage a number of hazards, regardless of activity. The following pages contain guidelines for risk management strategies, as well as space to fill in your own details for your Caritas Challenge event. You may also choose to copy and paste the information from this template into a Risk Management Plan from your own organisation.

PART 1: ACTIVITY REGISTER

Group:

Date: Location:

Activity	Instructor(s)/Supervisor(s)	Risks (Potential Losses)*
Activity 1:		
Activity 2:		
Activity 3:		
Activity 4:		

***Risks to consider:** death, injury, psychological or emotional damage to participants, damage to the environment, damage to property or equipment, unsatisfactory experience

PART 2: CAUSAL FACTORS

Causal Factor	Risk Reduction Strategies
<p>People-related factors:</p> <ol style="list-style-type: none"> 1. Fitness/Health 2. Emotional state/anxiety level 3. Size and age of group 4. Disabilities 5. Adult/student ratios 6. Volunteer helpers 7. Experience level of group leaders 8. Skill level of individuals 9. Cultural or gender issues 10. Unsafe act/s by participants 11. Receptiveness to following instructions 12. Participants' clothing and equipment <p>Additional People-related factors:</p>	<ul style="list-style-type: none"> • Some effort to be made to ascertain health/fitness of participants. Medical forms may be appropriate. • Assessment of the factors in items 2-9 should be made and programme adapted where felt necessary. Empathetic approach to concerns of students. • Ensure participants have a clear understanding of instructions and reinforce if necessary, particularly instructions pertaining to participant safety and disciplinary consequences. A progressive and well-sequenced instruction programme will enhance receptiveness. • Ensure participants are wearing appropriate clothing and have the equipment necessary to enjoy the activity in safety. <p>Additional People-related risk reduction strategies:</p>
<p>Equipment-related factors:</p> <ol style="list-style-type: none"> 1. Inappropriate resources 2. Poorly maintained equipment 3. Insufficient equipment for the enjoyment and safety of the party 4. Condition and appropriateness of First-Aid kit 5. Information to caregivers 6. Toilet facilities 7. Food and drink 8. Sleeping facilities <p><i>(continued on next page)</i></p>	<ul style="list-style-type: none"> • Maintained sufficient and appropriate equipment for the activity. • Ensure First-Aid kits are adequately supplied and regularly maintained • Send out parent newsletter and facilitate information meeting. • Ensure 24 hour access to adequate toilet facilities. • Cater appropriately for numbers and any special dietary needs (medical form) and ensure safe drinking water. • Ensure adequate sleeping arrangements for numbers, ages, gender and cultural safety. <p><i>(continued on next page)</i></p>

PART 2: CAUSAL FACTORS (CONTINUED)

Causal Factor	Risk Reduction Strategies
<p><i>Additional Equipment-related factors:</i></p>	<p><i>Additional Equipment-related risk reduction strategies:</i></p>
<p><i>Environment-related factors:</i></p> <ol style="list-style-type: none"> 1. Weather - season, forecast 2. Hazards of environment that activity takes place in (natural or unnatural) 3. Accessibility to help and emergency services 4. Security <p><i>Additional Environment-related factors:</i></p>	<ul style="list-style-type: none"> • Activity leader to have general understanding of weather and be aware of local conditions and changes that may affect the safety of a programme. The programme may be altered accordingly • Identify hazards and manage accordingly. • Ensure participant clothing/footwear is appropriate for weather and environmental conditions and changes that may take place. • Provide list of emergency contacts and access to mobile phone. • Ensure sufficient adult supervision and seek outside security presence if deemed necessary. <p><i>Additional Environment-related risk reduction strategies:</i></p>
<p>Other factors to consider:</p>	

PART 3: EMERGENCY GUIDELINES

- Any First-Aid is to be carried out by an activity leader and emergency back-up called if required.
- If emergency back-up is required, the School Management or Parish/Diocese Youth Coordinator will be notified and will inform and liaise with next of kin. The activity leader must ensure the safety of the remaining participants.
- Activity leaders must have access to a basic First Aid kit and appropriate medical equipment which may include a mobile phone, spare clothing, spare food, and water/drink.
- Activity leaders should be familiar with the activity location and if possible have had some form of contact with someone who has led a similar activity before. This could range from reading a report to personal participation in a previous activity.

Identified Risk	Emergency Procedure	Emergency Equipment Required

SKILLS REQUIRED BY STAFF/VOLUNTEERS

- Personal experience relating to activity
- First Aid certification
- Communication, leadership and instructional skills
- Approval from an appropriate member of the school senior management team or Parish/Diocese Youth Team
- Appropriate safeguarding training or vetting

PART 4: FINAL GUIDELINES AND APPROVALS

APPLICABLE NATIONAL STANDARDS

Empty box for applicable national standards.

**RECOMMENDED POLICIES AND GUIDELINES
(PROGRAMME SPECIFIC)**

Empty box for recommended policies and guidelines.

COMMENTS

Empty box for comments.

FINAL APPROVAL

Name: Title/Position:

Signature: Date:



CARITAS CHALLENGE INJURY REGISTER

Date and Time	Name	Injury and Cause	Action Taken/Parent Contacted	Supervisor Signature



CARITAS CHALLENGE HEALTH AND SPECIAL NEEDS

Name	Health / Special Need	Relevant Notes

EMERGENCY CONTACTS

Doctor/Surgery A/H:

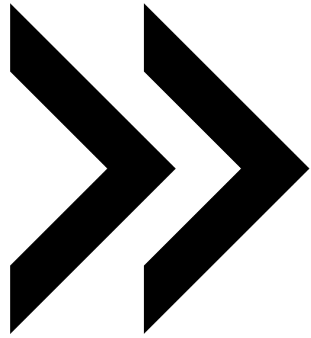
Hospital:

Senior Management/Youth Leadership A/H:

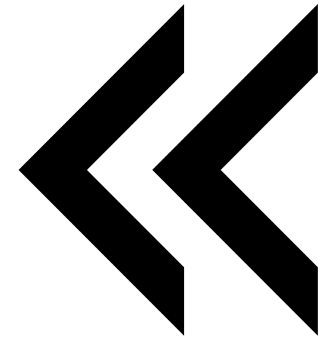
Other Contacts:

.....

.....



CERTIFICATE OF PARTICIPATION



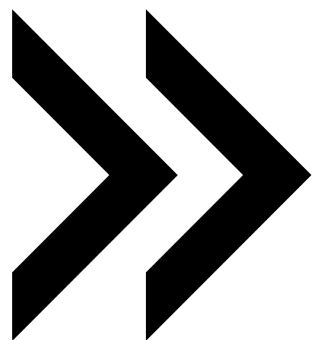
AWARDED TO

FOR CONQUERING THE CARITAS CHALLENGE IN 2021

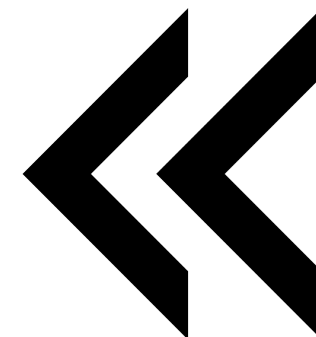
**1 DAY OF
DIFFERENCE
FOR A LIFETIME
OF CHANGE**



The Catholic Agency for Justice, Peace & Development



CERTIFICATE OF APPRECIATION



AWARDED TO

FOR ALL YOUR TIME AND EFFORT DURING THE CARITAS CHALLENGE IN 2021

**1 DAY OF
DIFFERENCE
FOR A LIFETIME
OF CHANGE**



The Catholic Agency for Justice, Peace & Development