



**ECYD**

MISSION CORPS

# **Administrative Guidebook**

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**NOTE:** This is a preliminary version of the “ECYD Mission Corps Program Administrative Guidebook.” This guidebook is the property of RC Activities, Inc. and cannot be duplicated. Please do not circulate to others without written consent from RC Activities, Inc.

This Guidebook is not meant to, and cannot, cover every conceivable situation that may arise during the course of activities. The manual is intended for use as a guideline to assist in furthering the goals and objectives of the RC Activities, Inc. affiliated ECYD Mission Corps Programs in a safe, efficient and effective manner. ECYD Mission Corps Local Program directors are to consider the spirit of the manual and instructions they have been given as well as the mission of the program and draw upon their education, training, experience and best judgment under circumstances when information in this manual, coupled with information otherwise transmitted by RC Activities, Inc., does not direct a course of conduct.

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## Contents

ECYD Mission Corps Program Administrative Explanation and Requirements .....	4
Permission Forms and Waivers .....	5
Insurance for ECYD Mission Corps Program .....	6
1. Accident Insurance .....	6
2. Liability Insurance and Administration/Legal Fees .....	6
3. Optional Medical Insurance.....	7
4. Other Insurance Forms to have on Hand or Access to if Needed:.....	7
Driving and Car Rental .....	8
1. Please follow the following guidelines for driving the missionary minors: .....	8
2. Car Rental Instructions:.....	8
Housing .....	8
1. Housing Rental Agreements .....	9
2. Borrowing a House.....	9
Volunteers and Auxiliaries .....	9
1. Volunteer Certification Process .....	9
2. Paying a Stipend to an Auxiliary .....	10
Parent Package Suggestions.....	11
Budget Checklist.....	12
Administrative Process Timeline .....	12

# ECYD Mission Corps Program Administrative Explanation and Requirements

**Note: Please press the Control Key and click on the [blue hyperlinks](#) in this document to access the required administrative forms.**

The mission of an ECYD Mission Corps Program is for the formation of Catholic youth as Christian leader apostle. It is a specific and privileged way of applying and living ECYD: its identity, spirituality, mission, methods, approach, experiences and traditions. This guidebook has been compiled in order to aid local program directors in the achievement of this mission addressing some important aspects of ECYD Mission Corps Program administration and operation.

Professional activities particularly here in the US, especially those involving adults working with youth, should be sponsored by a professional organization which has Liability and Sexual Misconduct insurance coverage. This insurance covers the corporation's liability for the event, employees, and volunteers. Standard business practices must be met to be in compliance with the insurance company. In this case, RC Activities, Inc. provides the structure and process to meet these standards.

## **What RC Activities, Inc. currently provides to the running of the local ECYD Mission Corps Sites is:**

- Liability and Sexual Misconduct Insurance
- Nonprofit status – Federal 501©3 to be used in the collection of donations to the ECYD Mission Corps Program
- A nonprofit bank account – ECYD section accounts are used for all ECYD Missionary Programs – (For Mission Corps Sites in the US, the bank account used should be the one under RC Activities, Inc.)
- Permission Forms and Waivers for all ECYD Missionary Program participants and volunteers
- Volunteer background processing and guidelines for working with auxiliaries
- Legal review and signing of all facility and transportation agreements as needed
- Additional low cost accident insurance
- Optional Medical insurance particularly for international missionaries
- Additional administrative documents and instructions to run the ECYD Mission Corps program

This guidebook has been designed specifically to streamline and facilitate the administrative processes that may come up in the implementation of the program. It is also specific applications of our risk management program for youth ministry. **It is important for all ECYD Mission Corps Local Program directors** to be familiar with the [Comprehensive Risk Management Program for Youth Ministry](#) (document and to transmit this information to all volunteers and staff working at the ECYD Missionary Program as this current document does not replace it or cover all of the content.

All ECYD Mission Corp programs must register on the Mission Network website at [www.missionnetwork.com/eventapp](http://www.missionnetwork.com/eventapp). Administrative forms and processes can also be found on the RC Activities – ECYD Mission Corp Program website, which you will be redirected to after online registration. You may contact [customerservice@missionnetwork.com](mailto:customerservice@missionnetwork.com) for support.

## Permission Forms and Waivers

These forms need to be filled out and submitted to the ECYD Mission Corps Local Director prior to the beginning of the program. ***Please include these forms in the Parent Package.***

### Permission Form (Under 18)

1. **Update the Permission to Participate Form:** Each participant under the age of 18 must have Permission to Participate Form completed and signed by his/her parent(s) or guardian(s). Before distributing the forms for completion, ***please make the following updates by providing the requested information in the grey fields.*** To do so, delete the text in the fields and type the required information in the grey boxes.
  - a. Enter a detailed description of the nature and duration of the activities to be conducted in the field contained in paragraph 2. Please provide enough information in this paragraph so that the parents/guardians have a detailed understanding of what their children will be partaking in during the ECYD Mission Corps Program. This information should include the time and date the event will begin and end.
  - b. Enter the names and/or titles of the supervisors for the ECYD Mission Corps Program in the field contained in paragraph 3. This should contain the names of the consecrated/religious/auxiliaries who will be running the local program.
  - c. Enter a description of the transportation to be provided for the ECYD Missionary Program in the field contained in paragraph 4. This is very important to have the consent of the parents for us to be driving them.
2. **Distribute Permission to Participate Form for Completion:** Once the Permission to Participate Form has been updated, include it in your parent package for completion by the parents(s) / guardian(s) of each participant.
3. **File Permission to Participate Forms:** Ensure that the forms are readily available to the supervisors of the ECYD Mission Corps Program while it is being run in case of emergency. Once the ECYD Mission Corps Program has concluded, ***return the forms to the RC Activities, Inc. office for long term retention.*** The address has been provided at the bottom of this note.

### Participant Waiver (Over 18)

1. **Update ECYD Mission Corps Program Release and Waiver – Over 18 Form:** All participants 18 years of age or older must complete and sign a copy of this form, including certified volunteers. Before distributing this form for completion, please update the form by following the steps in #1 above. This would be for your auxiliaries or team leaders.
2. **Distribute Release and Waiver – Over 18 Form for Completion:** Once the Release and Waiver – Over 18 Form has been updated, distribute it for completion by each participant.
3. **File Permission to Participate Forms:** Ensure that the forms are readily available to the supervisors of the ECYD Mission Corps Program while it is being run in case of emergency. Once the ECYD Mission Corps Program has concluded, ***return the forms to the RC Activities, Inc. office for long term retention.***

## Insurance for ECYD Mission Corps Program

Here is the explanation of the different insurance that we need to run the program safely.

***Please be sure to include these expenses in your budget as they will be invoiced directly to your local program.***

***Please be sure that you request in your parent packet that the girls bring an insurance card.***

### 1. Accident Insurance

**What:** Insurance that covers us in case an accident happens... i.e. a missionary falls and breaks her leg. Normally the missionary's parents have health insurance, but the insurance company normally has a deductible. This insurance covers if the girls' parents ask the program to pay the difference.

**Rates to include in budget:** (even if a missionary arrives a day late, the insurance company doesn't allow for exceptions, so we need to pay from the start date to the finish date for all of the participants during the duration of the program)

- For participants from the United States below the age of 18 – \$0.43 per day
- For participants/volunteers from the United States (including the Consecrated or religious working in the program and auxiliaries) 18 and over – \$0.49 per day
- For international participants (non-U.S. citizens) - \$16 per week.
- *Note: you do not need to include the ECYD missionaries in your camp census, as this invoice will cover their entire summer program.*

#### Process to follow:

1. Step 1: BEFORE THE PROGRAM - [ECYD Insurance Census Report](#): ***Fill out the Insurance Census Report*** prior to the start of your program. The first tab on the report is for listing all U.S. participants. The second tab is for all International participants. This must be uploaded to your application at least two weeks prior to the start of your program.
2. Step 2: PAYING FOR THE INSURANCE: **Insurance Invoicing:** Each ECYD Missionary Program will be invoiced by **Wentworth DeAngelis Insurance** for the accident insurance prior to the start of your program. This insurance payment is due upon receipt, prior to the start of your program.
3. **IMPORTANT NOTE:** When ECYD MC Participants participate in retreats or summer camps during their tenure, you do not need to include their name on the accident insurance census report for those events since you have already paid through the ECYD Insurance Census Report in step 1 above.

Please take into account the following [High Risk Activities](#) that should be avoided.

### 2. Liability Insurance and Administration/Legal Fees

**What:** Liability insurance helps us cover for any possible suits or legal problems involved with safe-environment, property damage, any other liability issue etc.

**Fee:** \$20 per participant under the age of 18 – *please include in your budget*

- Covers the liability insurance cost, Administrative Support, Legal Support and Risk Management services. These are many times hidden costs, but it is important to be transparent and financially viable about the services and costs. Many times we have received the services without helping pay for the cost, so that is why this cost is included here because it is an actual cost of the program.

**Process:** RC Activities, Inc. will send an invoice to you directly at the end of the ECYD Mission Corp Local program, using the same census report used for the accident insurance.

### 3. Optional Medical Insurance

**What:** This is an option for parents of International Missionaries coming to the United States. *If parents are interested in purchasing this medical insurance for international participants coming to the United States, please contact the national office for more information.*

### 4. Other Insurance Forms to have on Hand or Access to if needed:

1. [Certificate of Insurance Request](#): Sometimes, the owner of a facility to be used for ECYD Mission Corps will require proof that the activities are covered by liability insurance. The attached Online Certificate of Insurance process can be used to request a certificate of insurance to show proof of insurance. This is the same system that is used for the accident insurance application and census report.
2. [Accident Report](#): This form is to be used to report all injuries and accidents, regardless of their severity. The information reported on this form is strictly confidential and (unless necessary) is not to be disclosed. Completed Accident Reports should be sent to the RC Activities, Inc. national office. [Accident Claim Form](#), [Claim Form Instructions](#)
3. [Incident Report](#): This form is to be used to report all incidents that may violate applicable policies and procedures. The information reported on this form is strictly confidential and (unless necessary) is not to be disclosed. Completed Incident Reports should be sent to the RC Activities, Inc. office.
4. [Witness Report](#): A sample report to be completed by any witnesses to an accident or incident, and submitted to CCAS Centralized Services with other appropriate reports.
5. [Authorization to Dispense Medicine](#): This form is to be completed and signed by the parent or guardian for each ECYD Missionary Program participant that requires medication to be dispensed during the program. The ECYD Mission Corps Local Program director should keep a copy of the form with them and keep records of each time the medication is dispensed.

## Driving and Car Rental

### 1. Please follow the following guidelines for driving the missionary minors:

- All drivers of the ECYD Missionaries must be 25 years of age or older.
- No cell phone use is allowed by the driver while driving minors: calls or texting. Please review other guidelines in the complete Risk Management guide for youth ministry.
- For non-consecrated/religious Drivers of the ECyD Missionaries – MUST COMPLETE THE [VOLUNTEER DRIVER PROCESS](#) to be able to drive minors. PLEASE NOTE: Volunteers for ECYD Mission Corps participants must be at least 25 years old.
- For non-consecrated/religious drivers of the ECYD Missionaries using section / locality cars – Any driver of section / locality cars needs to be on the CCAS insurance plan. So if you have an auxiliary of 21 years of age or older, they must complete the application and read the entire Volunteer Driver Policy and complete all the steps required to be on the CCAS auto insurance. To drive the ECYD missionaries, the driver must be 25 years of age or older.

### 2. Car Rental Instructions:

If you are going to need to rent a car for part or all of the duration of the ECYD Mission Corps program, please ensure the following concerning the contract with a car rental company:

- A valid contract must be obtained from the company
- The Corporation that should be used in the contract with the car rental agency should be RC Activities, Inc. as this is the corporation by which we have auto insurance.
- The Drivers listed for car rental must have the same requirements listed above and can only be authorized to drive the rental car if they are on our auto insurance plan.
- Buy the Collision/Comprehensive waver option
- Be sure to read carefully the rental agreement.

## Housing

If the ECYD Missionaries will be staying in a house or location **that is not a Consecrated or Legionary center or owned by us**, there are a few options that need to be taken into account.



## 1. Housing Rental Agreements

IMPORTANT NOTE: Only authorized signers for RC Activities, Inc. are able to sign legal contracts on behalf of the corporation. Local representatives are prohibited from signing contracts.

The contract signing process was designed to assist RC Activities, Inc. field representatives in the approval and acceptance of facility and transportation agreements.

**When requesting a contract with a rental company, please ensure the following:**

- A valid contract must be obtained from the company
- Proof of Insurance from the company  
***All companies are required to show proof of insurance by presenting a certificate of insurance with their agreement***
- Mail agreement and proof of insurance to the national office for legal review and processing.  
*Please scan and e-mail or fax when possible:*

[akulway@rcfed.org](mailto:akulway@rcfed.org)

RC Activities, Inc.

Attn: Anna Kulway

525 Tribble Gap Rd, STE 1466

Cumming, GA 30028

(877) 934-8385 – Fax

## 2. Borrowing a House

Another option is that people lend us a house to use for a time with the ECYD Missionaries, even if just for a weekend. This is very generous of people, but there should be a candid conversation beforehand with the owner as the liability falls thus both on the owner of the property and the ECYD Mission Corps program.

If it is seen as prudent in this conversation, it would be helpful to have a signed [FACILITY USAGE AND INDEMNITY AGREEMENT \(“Agreement”\)](#). See the attached form. A copy of this should be kept during the duration of the program in case of emergency and then sent to RC Activities, Inc. to file.

## Volunteers and Auxiliaries

### 1. Volunteer Certification Process

The greatest asset of an ECYD Mission Corps Program, aside from its young people themselves, are the men and women who dedicate their time and resources to assist in activities and formation. This process outlines the policies regarding volunteers that work with RC Activities, Inc. affiliated ECYD Mission Corps Programs. These policies strive to ensure the highest quality and reliability of personnel by means of responsible leadership, thus reducing the liability to RC Activities, Inc., the corporation they represent.

Protecting our members is very important to us. Therefore each adult volunteer (18 and older) is required to submit to a background check every three years. It is also requested that each volunteer participate in the local Diocese safe-environment training program where applicable. Volunteers should contact their parish and/or diocesan representative for details regarding requirements for this training.

Please ask all volunteers to follow the steps below to complete their registration ***approximately one month prior to the start of your ECYD Mission Corps Local Program.***

1. Follow the steps in the [VOLUNTEER REGISTRAION PROCESS](#) to register and complete a background check through *Sterling Volunteers*.
2. Complete **Safe Environment Training** through your local diocese
3. Upon review and approval of all documentation and background review, volunteers will receive a Volunteer Certificate from RC Activities, Inc. Please present this certificate to the ECYD Mission Corps Local Director prior to beginning the volunteer position in the program.

## **2. Paying a Stipend to an Auxiliary**

Sometimes we have an auxiliary volunteering for the entire duration of the ECYD Mission Corps program. This young person could be a college student or a former Regnum Christi Missionary. Some of the programs have tried to offer stipends to these young people for their service as they give up a large portion of their summer to help. In order to maintain our non-profit status and also to ensure that we are doing this legally without having to go through an entire hiring process, we need to use the following process:

**All independent contractors(volunteers) must be paid through PayCom, the national payroll system used by all employees if the stipend to be given is \$600 or more.**

1. 30 days prior to the start of their work, email the following to RC Activities, Inc. [akulway@missionnetwork.com](mailto:akulway@missionnetwork.com):
  - a. Full name
  - b. Phone number
  - c. Address
  - d. Email address
  - e. Dates of service (start date to end date)
  - f. Full description of duties and responsibility of activities and expectations
  - g. How much stipend (pay) is agreed that will they be paid for the full duration
2. RC Activities, Inc. will then send the contractor (volunteer) the following for completion prior to the start of their work:
  - a. IRS Form W4
  - b. Independent Contractor agreement
    - i. All forms must be returned prior to the start of their work

- ii. The background check process with RC Activities, Inc. must be completed by all contract employees as well.
  - iii. Due to the fact that the auxiliary is filling out the contractor (volunteer) form, they **SHOULD NOT** fill out the regular paperwork for a volunteer, but only complete the background check through RC Activities, Inc.
- 3. The contractor will be paid in full at the end of the duration of work (will fall on a Friday pay date as per PayCom bi-weekly pay periods)
- 4. Prior to processing contractor payments, the ECYD Mission Corps Local Program will need to send the funds in full payable to RC Activities, Inc. 30 days prior to the check issue date. A contractor paycheck will not be issued until the funds are paid in full to RC Activities, Inc.
- 5. The total amount of funds will need to include a \$25 processing fee per contractor

Contractor payments will only be issued in the form of a mailed check, direct deposit is not available

## Parent Package Suggestions

It is suggested that you include the following in your parent package that will be sent out to the parents' of the Missionaries that you will be receiving:

1. A Welcome Letter
2. Complete information on the staff of your local program and contact information
3. Complete information on the location of the program – address etc.
4. Complete information on the payment of the ECYD Mission Corps fee – bank info, who the checks need to be written out to, if they are wiring the money etc. When it is required to be paid etc. **A \$250 non-refundable down payment is required by April 30<sup>th</sup> in order to safe guard that spot for the missionary.** This is in the application process guidelines and deadlines, but it would be good to reiterate it. If that payment is not received, the spot will be given to someone on the waiting list...
5. Apostolic and Event Calendar of the Local Program
6. Travel Plan submission form
7. Permission Slip and Wavers
8. Medicine Dispensation Form when applicable
9. Medical Insurance Option Form and explanation
10. Request a copy of the Missionary's Insurance Card
11. Any safe-environment or volunteer forms required by the diocese or dioceses where the missionaries will be serving. Check the requirements of your particular diocese. These forms many times need 6 weeks to be processed before one can begin volunteering, so request that these forms be turned into you a head of time. Give the deadline. NOTE: **Diocesan Permission:** If some of the apostolic outreach of the ECYD Missionaries will be taking place outside of your normal diocesan base, permission for this work will need to be obtained from the local pastor and a request must be submitted to the territorial office for diocesan permission within the request for the consecrated or legionaries to be serving in the diocese.

## Budget Checklist

The bank account where you should be running the ECYD Mission Corps Local Program should be the ECYD Section account under the RC Activities, Inc. Corporation.

Here is a [budget](#) format for your use.

Please be sure to include the following things:

1. Insurance Fees: Both the accident and liability insurance
2. Stipend for the Consecrated/Legionaries running the program: The ECYD Mission Corps Local Program should consider the support provided by the consecrated members of Regnum Christi and Legionary Priests and offer a stipend, which is generally approximately at least 10% of the ECYD Mission Corps Program profit yet not limited to this amount. If possible, the amount should be higher considering how many people you have full time invested in the program, if you are living at the consecrated community and using their cars etc. This stipend should help cover the costs of utilities, car maintenance etc. of the community and should be built up little by little for a more financially viable program.
3. ECYD Mission Corps Local Program Profit - This line calculates the ECYD Missionary Program profit which could be used to build an economy for future ECYD Mission Corps Programs.
4. Travel Expenses: At times the program has a consecrated with temporary vows or a brother in apostolic internship come and help for the duration of the program. Be sure to include the cost of the airline ticket in the program budget.
5. Optional: Stipend for auxiliaries

## Administrative Process Timeline

The following is a guideline timeline to help with the smooth running of your program indicating the months in which all ECYD Mission Corps Program administrative documents should be completed. ***Please note: Early submission of any of the items will be accepted.***

- **September** – ECYD Mission Corps Local Site confirmation (dates, city and local director)
- **January** – Foresee housing or car rental needs. Submit contracts for review.
- **February** –
  - Complete budget – send in for review by the ECYD Mission Corps National Director
  - Complete online event application
  - Turn in parent packet information to the National Director or Coordinator of the Program for review *prior* to distribution to parents
- **March** –
  - Adult volunteers (18 years of age and over)

- Complete adult volunteer certification process for RC Activities, Inc.
  - Complete adult safe environment training for the diocese and possible background check
- Distribute all approved parent packets to parents
  
- **Two weeks prior to ECYD Missionary Program Ends** – Complete online census report for accident insurance.
  
- **During ECYD Missionary Summer** – Ensure all permission forms, waivers, and volunteer certificates are collected and on hand at all times.
  
- **Day After ECYD Missionary Program Ends** – Submit any accident / incident reports. Mail all forms/contracts to RC Activities, Inc. to file.