

MEMO

To: Sacramento Diocese – All Members
From: Irina Ganchenko, Claims Risk Manager
Date: May 25, 2026
RE: Risk Transfer – Required Forms and Agreements

From time to time, Risk Management issues diocesan-wide reminders addressing areas where preventable risk exposure continues to occur. This memo focuses on documentation that transfers risk and protects our parishes, schools, and the Diocese when incidents occur.

A number of claims and incident reviews involve activities that were well-intended and properly run but lacked required paperwork. When forms are missing, outdated, incomplete, or signed after the fact, important legal protections may be lost.

This memo highlights three forms that continue to be critical and are frequently requested during incident reviews.

 **Adult Liability Waiver and Medical Release (click [here](#))**

- A signed adult liability waiver must be on file for all parish and school volunteers.
- Due to applicable statutes of limitation, liability waivers must be renewed at least every two years.
- Waivers must be signed prior to the start of volunteer service or participation in activities.
- Volunteers without a current waiver on file should not be permitted to participate.

 **Minor Permission Slip / Waiver (click [here](#))**

- All minors volunteering for parish or school activities must have parental or legal guardian permission on file.
- Permission slips must include a medical release and emergency contact information.
- Forms must be completed and submitted before the minor is allowed to volunteer or participate in activities.
- Participation without proper permission and medical authorization exposes the parish and Diocese to unnecessary risk.

 **Facility Usage Agreement and Certificate of Insurance (click [here](#))**

- A signed Facility Usage Agreement and Certificate of Insurance must be collected before allowing any third party, non-parish ministry, or private group to use parish or school facilities.
- Access to facilities should not be granted until both documents are fully executed and on file.
- Familiarity with the group, prior usage, or informal arrangements do not eliminate these requirements.

 **Expectations Going Forward**

- Required forms must be completed, signed, and on file at each location before the activity begins.
- Exceptions based on familiarity, timing, or goodwill are not appropriate.
- When incidents are reported, Risk Management will request applicable forms as part of the review process.

These forms are not administrative formalities. They are essential tools that protect participants, parishes, schools, and the Diocese, and allow ministry and programming to continue responsibly.

Please don't hesitate to reach out with questions regarding required forms or proper usage.

Blessings,

Irina Ganchenko | Claims Risk Manager

Catholic Mutual Group | Roman Catholic Diocese of Sacramento

2110 Broadway, Sacramento, CA 95818

W | (916) 733-0281

C | (916) 639-3616

F | (909) 883-9311

IGanchenko@catholicmutual.org