

AMC's Volunteer led Activity Release Agreement Requirements and Procedures for Leaders



It is the responsibility of the Leader to return all forms to AMC within 7 days of the completion of the event. This document outlines the procedures for submitting these forms.

General Use Information and Requirements

- AMC's Leadership Requirements and Guidelines (LRGs) state that all participants must complete an approved AMC release agreement when participating in an officially sanctioned AMC activity.
- Leaders should ensure that names and emergency contact information are legible.
- Such release agreements cannot be modified in any way.
- These release agreements represent essential documentation for AMC's Risk Management Strategy and are retained for at least 7 years.

Using the Electronic Waiver in Activities Database (ActDB):

**Only Available when the Leader selects the ActDB Registration Option called:
"Required – Electronic Waiver"**

1. No Action Required. These forms are submitted automatically at the conclusion of the event.
2. Leaders may be asked to verify who showed up for the event.

When Using the Paper Waiver:

For Leaders who select any other ActDB Registration Option.

Leaders must submit completed forms within 7 days of the end of the activity in one of the following ways:

1. Email to: AMCwaiver@outdoors.org
 - i. Only include waivers for **one trip in each email**. Do not combine waivers from multiple trips into the same pdf or email.
 - ii. **Required: Subject Line Requirements**
 - Leader Last Name
 - Chapter or Camp Name
 - Month and Year
 - Example: LNAME Worcester MARCH 2021
 - iii. Optional: CC your Committee Chair on the waiver email to confirm submission of waiver via email and support their reporting requirements.
 - iv. Once you have emailed the waiver with the required subject line, you may shred the waiver. AMC will be using the subject line to search for waivers in the event there is an incident. AMC is required to maintain records for 7 years.
2. Mail to:
AMC Volunteer Release Agreement
ATTN: Volunteer Relations
10 City Square, Suite 2
Boston, MA 02109