



LAKE AVENUE BAPTIST CHURCH

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Gordon V. Webster
Interim Pastor

Debbie Bennett Reynolds
Associate Pastor

Robert Kerner
Organist/Music Director

PERMISSION SLIP

Permission is needed for your young person to attend the following event. Keep the top half of this form for your records. Please return the bottom half promptly. Call the church if you have questions.

Description of Event: _____

Date: _____ Time: _____

Location: Address: _____ Phone: _____

Adult Leader: _____ Phone: _____

Transportation Arrangements:

Departure: Time/Place _____ Return: Time/Place _____

Things to Bring: _____

*****TEAR HERE AND RETURN TO LEADER*****

_____ has my permission to participate in the above event scheduled

Name of child or youth

for _____

In case of emergency, I may be reached at: PHONE (Work, Cell, Home) _____

ADDRESS _____

If I cannot be reached, please contact NAME: _____ PHONE: _____

Health Concerns/Medication: _____ Health Insurance _____

Doctor's Name: _____ Doctor's Phone: _____

I, _____ give permission to _____

Name of Parent or Guardian

Name of adult leader

to act on my behalf in case of a medical emergency and to seek appropriate treatment for my son/daughter.

Parent/Guardian Signature _____

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PERMISSION SLIP GUIDELINES

PURPOSE OF PERMISSION SLIP

1. Give parents or guardians the information they need to plan the event into their family schedule.
2. Obtain written permission from parent or guardian for child or youth to participate in a church event held off church property.
3. To provide group leaders the necessary information for emergency situations or to contact parents or guardians if they will not be returning at the stated time. Permission slips also provide information on special needs of participants, such as medications needed during the event.

PROCEDURE

1. Leaders need to complete the top portion of permission slip. The leader in charge must approve the information provided. The following information is needed:
 - a. Where the group is going
 - b. The date, the place, and the time the group is leaving
 - c. When and where parents or guardians pick up children or youth after the event.
 - d. The cost that the family is responsible for.
 - e. What participants need to bring such as appropriate dress, etc.
 - f. Name of the leader(s) who is(are) going and in charge of the event.
2. Copy permission slip.
3. Distribute permission slips approximately two weeks before the event to give parents or guardians adequate planning time. Leaders will also need to have permission slips available a week before the event and the day of the event. Slips may be lost or forgotten.
4. Permission slips need to be distributed in a manner that ensures they reach parents or guardians.
5. Parent or guardian must complete, sign, and turn in the bottom portion of the slip. The following information is needed:
 - a. Name of parent or guardian to call
 - b. Phone number and place parent or guardian will be during the event.
 - c. Emergency contact person, including address and phone number, if parent or guardian is not available.
 - d. Name and phone number of participant's doctor and medication required*.
 - e. Health insurance and contract number, if any.
6. Leader in charge of the event is responsible for making sure completed and signed permission slips are taken on the trip and available if needed.
7. Leader in charge saves permission slip for one week after the event in case of any questions.

*Parent or guardian must provide medication in the original container and a signed written note stating name of medication, how much, and when to give it. Leader in charge is responsible for making sure medications are carried by an adult leader and properly given.

Note: Advanced planning is greatly appreciated by families. Family schedules get complicated for a variety of reason. Some parents are part of "the sandwich generation" and have to meet the needs of their parents as well as the needs of their children and youth.