

## INSTRUCTIONS FOR COMPLETING YOUTH MINISTRY RELEASE & PERMISSION FORMS

Forms are valid from the parent/guardian signature date on page 2 through calendar year end  
Form on page three can be updated independently of the forms on pages 1 and 2 and are valid until indefinitely  
Each student in grades 3 through 12 requires their own completed form to participate in activities  
New forms are required each calendar year and when information changes  
Blank forms may be obtained from Travis Brown, outside the youth room, or at the SCYG kiosk in the foyer  
Please give completed forms to Travis Brown so they may be reviewed, logged, scanned and filed  
Original forms (not faxed or photographic copies) are required and are maintained in the church office  
Scanned images are uploaded for remote access by a limited group of people traveling with students

### PAGE 1

#### Student Info

All information in this section applies to the student  
Phone is the student's phone/cell number or if none then the main home phone number  
Email is the student's email address or if none then a parents email address

#### Contact Info

Medical Insurance Company is the company providing the student's coverage such as Aetna or Cigna  
Policy# is the medical insurance policy number and any additional policy card information needed for coverage  
If dental coverage is under a different insurance company or policy number, please provide that information  
Mother, Father and Emergency Contact Phone numbers need listed even when phone numbers are the same  
Physician is the student's primary care physician whose office maintains the student's medical records  
If there is no primary care physician then enter "None"  
Dentist is the student's general dentist for preventative and routine dental care  
If there is no general dentist then enter "None"

#### Medical History

Please read and follow the instructions at the top of this area, attaching a written sheet of paper if required  
All information in this section is required.  
If the last tetanus shot date is not known, please obtain the information from the doctor's office  
If shot date cannot be determined, or is over ten years ago, student needs a booster shot before completing form

### PAGE 2

#### Rules of Conduct and Student Signature/Date

Please read the rules of conduct with your student and have them sign/date agreeing to the rules.

#### Activities

Please read the list of example activities  
Provide written notification of all activity limitations for your student to our youth minister, Travis Brown

#### Parent/Guardian Signature/Date

Please read the two paragraphs before the parent/guardian signature/date  
If you have any questions, please discuss with the youth minister, youth deacon or an elder before signing and dating

### PAGE 3

#### Photo Release Form Signature/Date

Please read the agreement and sign/date if you agree to allow photos of your student to be taken/used by Spring Creek.

#### Transportation Permission Form Signature/Date

Please fill in the name of your student along with full names and addresses (mark out any unused spaces) of anyone authorized to transport that student to and from events and then sign/date.

**THANK YOU**