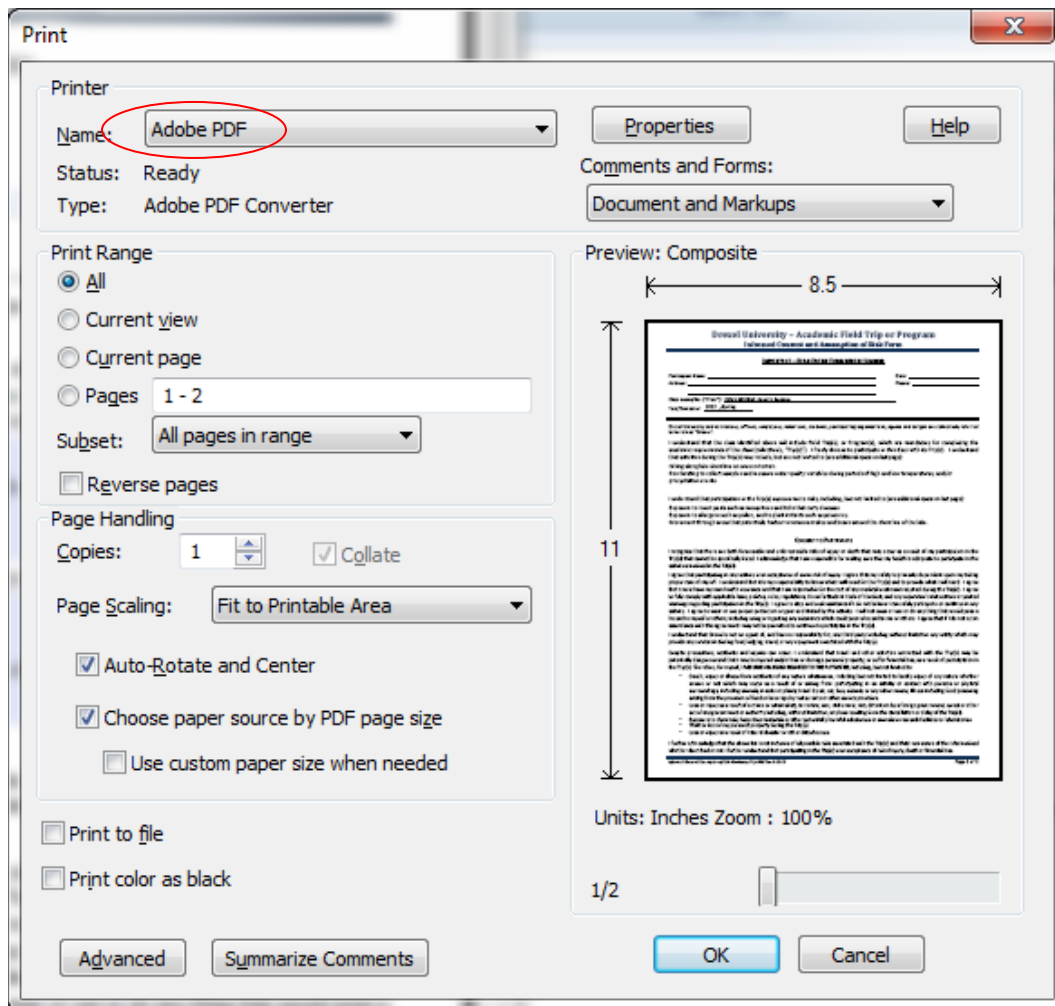


Instructions for Completing the Release and Informed Consent Forms

1. The following areas of the release must be completed by the supervisor of the program prior to sending it to participants or their parents for signature:
 - Program Description/location
 - Program Date (s)
 - Activities: The specific activities for this program should be listed in this area. For example, if the participant will be in a reading class but also will be swimming in the rec center, both activities should be listed.
 - Risks: The form contains general risks related to many activities but specific risks related to your program that are not included in the general release should be included in this section For example, if they will be working with a certain chemical that has specific risks, they should be noted.
2. After completing the information above, the form must be saved according to the instructions below prior to sending it for signature. If you do not save it as indicated, the information you provided can be altered (e.g. sent as an email).
 - a. Choose: Print
 - b. Then choose Adobe PDF under Printer Name:



- c. Then hit "OK"
- d. You will then be asked to save the document and rename it should you wish to.
- e. Then hit "SAVE"
- f. The document will then appear in a format that will not allow anyone to change any of the activities or risks (even inadvertently).
- g. This is the version that should be sent via email to those who need to sign it.