**How to Use:**

**Parental Consent Form for Minors Participating in Online Gatherings**

* **Change all applicable areas in the form, such as the ones in the parentheses.**
* **Add additional instructions in the notes area that may apply to your specific event.**
* **The Permission area is set as a fillable form.**
* **After editing the form to your liking, consider applying the “Editing Restriction” option on the file.**
	+ Ensure “*Developer”* on top ribbon of Word is enabled. If not, enable this by going on *OPTIONS*  > *CUSTOMIZE RIBBON > under the MAIN TABS, look for DEVELOPER and check the box.*
	+ Click on Developer tab at the top of the screen *(just below the blue window ribbon)*
	+ Select “*Restrict Editing”*
	+ Option #2, click the check box “*ALLOW ONLY THIS TYPE OF EDITING IN THE DOCUMENT”*
	+ Use the drop down menu and look for “*FILLING IN FORMS”*
	+ Start enforcement (#3) - It will ask for a way to protect the form. You, as the Administrator of the Form, can set a password. Please keep this password safe and use it to enforce protection as well as to disable it.
* **Delete this Instruction Page of the file, and SAVE AS another file.**
* **\*note that this file can only be kept fillable as a WORD Document.**
* **Store collected forms in a secure place.**

 **Parental Consent Form for Minors Participating in Online Gatherings**

**Event Information**

*(Ministry)* will be conducting (*event type)* through (*platform)*.
 *(Event description)*

*(Time/Duration)*

Access code:
Password:

Please note:

* Some meetings may be recorded, and the recordings will be kept secure for internal compliance purposes
* Please be sure to discuss online etiquette with your children to provide a safe environment for all

**Permission**

Name of Participant(s): Click or tap here to enter text.

Name of Parent/Guardian: Click or tap here to enter text.

[ ]  I give permission for my child(ren) to participate in the online meeting run by (*ministry).*

Date: Click or tap to enter a date. Parent/Guardian Initial: Click or tap here to enter text.

**Contact Information**

If you have any questions or inquiries, and for more information about the event please contact

*(Name)
(Role in Ministry)
(Phone Number)
(Email)*