

GUIDE

Family Paperwork Packet

Clear, parent-friendly forms for registration, safety, permissions and participation

Start here

1

Fill out Forms 1–7 once before your child begins.

2

Complete the event transportation form only when a specific event requires it.

3

Tell a Guide leader right away if medical, contact, custody or pickup information changes.

4

Do not send completed medical or custody forms through ordinary email or group text.

Forms in this packet

- | | |
|---|---|
| ☐ 1. Participant Registration | ☐ 2. Emergency & Medical Information |
| ☐ 3. Participation Consent & Risk Acknowledgment | ☐ 4. Authorized Pickup & Custody Information |
| ☐ 5. Photo & Media Choice | ☐ 6. Mentor Match Parent Consent |
| ☐ 7. Participant Expectations Agreement | ☐ 8. Event Transportation Permission |

Important: Consent and release language is a ministry template until approved by church leadership, the church insurer and a qualified local legal reviewer.

1. Participant Registration

WHO	Parent or legal guardian
WHEN	Before the child attends the first Guide gathering

Complete every item you can. Write "N/A" if something does not apply. Return this form to a Guide leader.

Child information

Legal name

Name he likes to be called

Date of birth

Home address

School and grade

Shirt size ☐ Youth ☐ Adult **Size:**

Parent or guardian

Primary parent/guardian name

Relationship to child

Best phone number

Email address

Second parent/guardian name and phone *if applicable*

Guide relationship

☐ Father will attend

☐ Grandfather will attend

☐ Approved mentor is needed

☐ Another trusted adult will attend

Name of participating adult

Anything you want leaders to know before his first gathering

Parent/legal guardian — signature and date

2. Emergency & Medical Information

WHO	Parent or legal guardian
WHEN	Before participation, and again whenever any information changes

Complete every item you can. Write "N/A" if something does not apply. Give this directly to an authorized leader. Do not email or text it.

Child and emergency contacts

Child’s legal name

Primary emergency contact — name, relationship and phone

Second emergency contact — name, relationship and phone

Child’s doctor/clinic and phone

Preferred hospital *if your family has one*

Health information

Allergies *food, medicine, insects, latex or other*

Medical conditions or past serious injuries

Current medications *name, dose and schedule*

Activity limits or accommodations

Insurance company and policy/member ID

Quick safety check

- ☐ No known allergies
- ☐ No activity restrictions
- ☐ Rescue inhaler
- ☐ Diabetes care plan
- ☐ No current medications
- ☐ Epinephrine auto-injector
- ☐ Seizure plan
- ☐ Other written care plan

Where emergency medicine will be kept and who may assist

Parent/legal guardian — signature and date

3. Participation Consent & Risk Acknowledgment

WHO	Parent or legal guardian
WHEN	After reading the entire form and before participation

Complete every item you can. Write "N/A" if something does not apply. Return this form to a Guide leader.

Plain-language summary

Guide includes indoor and outdoor discipleship activities such as walking, hiking, campcraft, tools used with supervision, service projects, transportation and occasional overnight events. Leaders will use reasonable safety practices, but no activity is completely free of risk.

- ☐ I received an opportunity to ask questions.
- ☐ I disclosed relevant medical needs and activity limits.
- ☐ I understand that emergency care may be sought if I cannot be reached.
- ☐ I understand that separate permission may be required for transportation or overnight events.

Parent decision

- ☐ I give permission for my child to participate in approved Guide activities.
- ☐ I do not give permission at this time. Please contact me.

Restrictions, exceptions or questions

Required local language

Attach the church-approved consent, risk, emergency-care and release language here before this form is used. Church policy, insurer requirements and applicable law control. A plain-language summary does not replace the approved legal wording.

Parent/legal guardian — signature and date

Leader who reviewed this form

4. Authorized Pickup & Custody Information

WHO	Parent or legal guardian
WHEN	Before the first gathering and whenever pickup or custody information changes

Complete every item you can. Write "N/A" if something does not apply. Give this directly to an authorized leader. Never place custody details on a public sign-in sheet.

Child’s legal name

People allowed to pick up this child

1. Full name, relationship and phone

2. Full name, relationship and phone

3. Full name, relationship and phone

4. Full name, relationship and phone

Pickup rules

- ☐ Photo ID may be requested.
- ☐ My child may leave only with an authorized adult.
- ☐ My child may sign himself out under the attached church policy.
- ☐ Call me before releasing my child to anyone not listed.

Private custody or safety instructions

Is there a court order or safety restriction leaders must follow? ☐ No ☐ Yes — speak privately with the ministry director

Confidential instructions or document location

Parent/legal guardian — signature and date

5. Photo & Media Choice

WHO	Parent or legal guardian
WHEN	Before photos or video are published

Complete every item you can. Write "N/A" if something does not apply. Participation is welcome whether you select yes or no.

Child’s legal name

Choose one

- ☐ YES — My child may appear in Guide/church photos or video used for church communication, printed materials, the church website and official social media.
- ☐ LIMITED — Group photos only; do not identify my child by name.
- ☐ NO — Please do not intentionally photograph or publish my child.

Please understand

- ☐ No personal contact information will be published.
- ☐ Leaders will make reasonable efforts to honor this choice.
- ☐ I may change this preference in writing for future use.

Special instructions

Parent/legal guardian — signature and date

6. Mentor Match Parent Consent

WHO	Parent or legal guardian
WHEN	Before a boy is assigned to a non-parent mentor

Complete every item you can. Write "N/A" if something does not apply. Return this form to a Guide leader.

Child's name

Proposed mentor

What this match means

- ☐ The mentor serves under Guide leadership and church child-protection policy.
- ☐ Meetings and communication follow the approved two-adult/open-environment rules.
- ☐ This consent does not allow isolated meetings, secret communication or private transportation.
- ☐ Concerns should be reported directly to the ministry director or pastoral sponsor.

Parent decision

- ☐ I approve this mentor match.
- ☐ I would like to speak with leadership before deciding.
- ☐ I do not approve this match.

Communication limits or instructions

Parent/legal guardian — signature and date

Mentor signature and date

Ministry director approval and date

7. Participant Expectations Agreement

WHO	Boy and parent/guardian together
WHEN	Before the first gathering; review again when needed

Complete every item you can. Write "N/A" if something does not apply. Return this form to a Guide leader.

In Guide, we want every boy to be safe, respected and able to learn. I will:

- ☐ Listen when a leader gives instructions.
- ☐ Treat boys, leaders, property and creation with respect.
- ☐ Use tools and equipment only when instructed.
- ☐ Stay with my assigned group and ask before leaving.
- ☐ Tell a leader about injuries, hazards, bullying or unsafe behavior.
- ☐ Use words and actions that honor Jesus Christ.
- ☐ Accept correction honestly and help make things right.
- ☐ Do my part in Scripture, Skills and Service.

What helps me participate well *optional*

Boy’s signature and date

Parent/legal guardian — signature and date

Leader who reviewed the agreement

8. Event Transportation Permission

WHO	Parent or legal guardian
WHEN	For the specific event named below; this is not blanket permission

Complete every item you can. Write "N/A" if something does not apply. Return this form to a Guide leader.

Event information

Event name

Event date and destination

Departure location and time

Expected return location and time

Transportation method and approved driver(s)

Parent decision

- ☐ I give permission for my child to travel to and from this event as described.
- ☐ I will provide my child's transportation.
- ☐ I do not give permission. Please contact me.

Child's name

Best phone number during the event

Event-specific medical, pickup or transportation instructions

Parent/legal guardian — signature and date