



## VBS YOUTH VOLUNTEER RULES, RESPONSIBILITIES & EXPECTATIONS

Our number one priority at Vacation Bible School is to keep both participants and youth volunteers safe while they are in our care and secondly to run a smooth operation, none of which can be accomplished without the cooperation of the youth volunteers and their parents.

The following Rules, Responsibilities, Procedures and Expectations should be read by both the youth volunteer applicant and their parent/guardian BEFORE applying for a position. Submitting an application to become a volunteer implies that the youth and parent have read and committed to the instructions explained in this document.

Youth entering grades 6<sup>th</sup>-12<sup>th</sup> grade in the fall of 2019 may apply to become a youth volunteer.

**\*\*\*PLEASE read the entire packet and keep it for reference until the completion of VBS.\*\*\***

(additional copies are available on the church website)

### PACKET CONTENTS

- Registration Form
- Medical & Emergency Release Form
- VBS Dates, Times, Contacts, & Procedures
- 9"x12" Pre-addressed Envelope (the one containing the packet and forms)

### REGISTRATION PROCEDURE & CHECKLIST

- 1) \_\_\_ Complete & Sign, Registration Form
- 2) \_\_\_ Complete, Sign, Notarize Emergency Contact & Medical Release Form
- 3) \_\_\_ Submit Forms. Use the 9"x12" pre-addressed envelope to either mail or hand deliver the forms to: (**DO NOT** give forms and fees to the school)

St. John Vianney Catholic Church  
c/o Lisa Mohr  
445 82<sup>nd</sup> Ave.  
St. Pete Beach, FL 33706

## VBS CONTACTS

**Director of VBS:** Michelle Timm, **Cell:** 727-543-5413, **Email:** michelle\_tamo@hotmail.com  
**Director of Religious Education:** Frank Boyle, **Cell:** 727-776-7770, **Email:** fboyle@sjvcc.org  
**Registration/Notary Admin:** Lisa Mohr, **Ph:** 727-360-1147 ext:207, **Email:** lmohr@sjvcc.org

## VBS CANNOT EXIST WITHOUT YOU

Thank you for your interest in becoming a youth volunteer at this summer's Vacation Bible School at St. John Vianney Catholic Church. We are grateful for your time & talent. VBS cannot exist without YOU!

Once you submit your application to volunteer, we depend on you. More importantly, the participants depend on you. Your service and actions are directly related to the quality of the experience that a participant receives.

## AVAILABLE POSITIONS

Youth volunteers are placed into one of the two roles listed below **at the discretion of the VBS director** based on age, experience, and the date an application is received. You may check your preferences on the applications, most of which are honored.

- **Crew Leaders:** Crew leaders are responsible for leading a group of 5-7 participants, ages K-5<sup>th</sup> in all VBS activities, including, signing & dancing. It is not more than a “baby-sitting” position. Crew leaders are responsible for their crew member’s safety at all times. They are responsible for helping them engage and participate in all activities so that their experience is meaningful. Crew leaders are expected to read and know the material in the Crew Leader manual. Two crew leaders are assigned to each group at the discretion of the VBS director. **Please do not ask to be assigned with friends.**
- **Station Assistants:** Station activities are prepared and supervised by Adult volunteers. Station assistants will participate in teaching lessons and activities and helping engage participants in those lessons & activities. Station assistants will work and communicate with Adult Station Leaders. Station assistants are expected to read and know the material in their station manual. They will assist the Adult leaders with room set up, daily prep, and clean up on Friday. **Please do not asked to be assigned with friends.**

## ATTENDANCE

You are expected to participate in all of the following scheduled events.

- Meetings
- Station Set-Up (station assistants only)
- Clean-Up (Friday after lunch)
- Attend daily VBS
- Attend VBS Mass

Each volunteer position is valuable to the success and safety of our VBS program. The dates for these commitments are listed below. Personal and work schedules should be planned ahead of time. If you cannot commit to each event, then you should not volunteer.

You are expected to arrive on time for all events. Should you get sick and/or have an emergency at home that will prevent you from volunteering any day at VBS, PLEASE contact the VBS Director (Michelle), by phone call at 727-543-5413, as soon as you know. Please do not text or email to communicate this information. Make a physical call, the sooner the better. "No shows" without communication could result in dismissal from VBS.

### SAVE THE DATES

- **Volunteer Application Deadline:** April 30<sup>th</sup>
- **Mandatory Station Assistant Meeting:** June 3<sup>rd</sup>, 6 p.m.-8 p.m.
- **Mandatory Crew Leader Meeting:** June 5<sup>th</sup>, 6 p.m. – 8 p.m.
- **VBS Actual Dates/Time:** June 17<sup>th</sup>-21<sup>st</sup>, 8:30 a.m. – 11:30 a.m.
- **VBS Family & Friends Lunch:** June 21<sup>st</sup>, 11:30 p.m.-1 p.m.
- **Station Set Up:** Begins June 12<sup>th</sup>-15<sup>th</sup>, @ 5:30 p.m. (Station Assistants only)
- **VBS Clean Up:** Friday, 1 p.m. until we are done, typically 3 p.m.
- **VBS Mass & Charity Collection:** June 23<sup>rd</sup>, 10 a.m.

### SIGNING IN

- All volunteers must be present by 7:50 a.m. and may arrive as early as 7:30 a.m. You are late at 7:51 a.m.
- "Sign in" with the attendant at the registration table in the front hall entrance. The time you show up is the time that will get recorded for service hours.

### DISMISSAL PROCEDURE

We will have anywhere from 50-70 kids with another 50-70 parents involved in "sign-out".

PLEASE cooperate with the following request so that we can sign out every single participant & youth volunteer safely and smoothly.

- Participant dismissal time is at 11:30 a.m.
- Youth Volunteer dismissal begins after the last participant is checked out, typically between 11:45 a.m. – Noon. Youth Volunteer Parents, please arrive promptly.
- Crew leaders are responsible for keeping their crew members in their seats.
- Station youth volunteers should report back to their Adult Station leader to aid in prep work for the following day. Once complete, they should be cleaning the hall floors and straightening up chairs. Find something helpful to do, if not ASK!

- Participant's parents inside the hall for the closing assembly will be dismissed first. They will be instructed to gather their child(ren) and proceed towards the front hall door to "sign-out". Instruct parents to go behind the blue curtain.
- Next, parents waiting outside the side hall door will be let inside. They will be instructed to gather their child(ren) and proceed towards the front hall door to sign them out. Instruct parents to go behind the blue curtain.
- Parents & Participants will be informed to form two, single, orderly lines.
- Youth volunteers may join the back of the "sign-out" line behind the participants and parents.
- **NO ONE IS TO EXIT OUT ANY DOOR, OTHER THAN THE FRONT HALL DOOR.**
- Youth volunteers are permitted to "sign-out" of VBS themselves and proceed to the parking lot to wait for their ride. **Parents that prefer to "sign-out" their youth volunteer must inform the VBS staff by checking the option on the registration form.** It is the parent's responsibility to instruct their youth volunteer to wait inside the hall for them. Adult VBS staff members will not leave until the last youth volunteer is picked up.

## SERVICE HOURS

If you are wishing to acquire Service Hours by volunteering at VBS, you will need:

- To make sure you "Sign-In and Out" each day. The time you "sign-in and out" is the time that you will earn. This includes time spent at meetings, set up, and clean up.
- You must actively participate in your position and follow this guide to earn your hours.
- For hour documentation, Contact Frank Boyle after June 24<sup>th</sup>.

## CELL PHONE USE

- Cell phones are NOT to be used during VBS, including photos from the moment you walk in the door. If your phone is in your hand, you are not participating and more importantly, you are not keeping kids safe! Those found using their phones risk having it taken away and returned at dismissal. Repeated offenses may result in loss of service hours or dismissal from VBS.
- DO USE your cell phone for LIFE THREATENING, 911 EMERGENCIES.
- DO USE your cell phone to contact Michelle (727-543-5413) or Frank (727-776-7770) if you have behavior or safety (non-emergency) issues with participants or fellow volunteers. **Please add these numbers into your cell phone BEFORE VBS begins.**
- Do not take photos of participants.
- If and when time permits, typically when waiting to go to the next station, the Bible Buddy App may be installed and used by Crew Leaders with their crews. In this case, your phone may be used. Ask for details how and where to download the app. The link can be found in your Crew Leader hand out.

## CREW LEADER DAILY MORNING PREP

- When you arrive, prepare for the arrival of your crew. Make sure that your folders and supply bags are in order. Don't lose anything. Supplies in your bags are needed throughout the week for all the Stations. We don't have extra supplies.
- Place Crew Name Tags & Wrist Bands on Chairs prior to the arrival of your crew. (Participants will arrive with their name tags on the first day).
- Re-read your crew leader guide for the day's lesson. Know what to expect at each station.

## EARLY ARRIVAL CRAFT TABLES

Participants will begin arriving as early as 8 a.m. and they will need to be kept busy and safe. In effort to contain and manage early arrivals, Crew Leaders will occupy them with simple, 5-minute crafts. It is the responsibility of the Crew Leaders to watch for their own crew members to arrive. This year, crews will be color coded by T-shirt, so identifying your members when they arrive will be simple. All finished crafts should get labeled and placed in the participant's sack. Everyone should be in their seats by 8:25 a.m. That means that the last craft should be started no later than 8:20 a.m. Crew Leaders of the same crew must coordinate between themselves seating finished crew members while the other Crew Leader is finishes crafts with other crew members. One crew leader should remain with crew members once they begin taking their seats. Participants arriving after 8:20 a.m. should be taken directly to their seats.

## STATION ASSISTANTS (including Opening & Closing Team)

Each day, you will need to assist the Adult Station Leaders with prep work for the day's lessons and activities. Once your work is completed in the station, report back to the hall and help crew leaders with crafts and getting participants to their seats by 8:25 a.m. Crews will be color coded by T shirt color, so it will be easy to do. You may also assist PreK children to the PreK room once they are assigned. Once participants are finished at the craft tables, clean and organize the tables.

## VBS LUNCHEON, FRIDAY, June 21<sup>st</sup>, 11:30 a.m.- 1 p.m.

Lunch will be served from Noon-1 pm for everyone, that includes YOU! Please let us thank you by providing you lunch this day before clean up begins.

## FRIDAY CLEAN UP

Clean up begins at 1p.m. after lunch. Youth volunteers will be given assignments Friday morning.

## PARTICIPANT ALLERGY & MEDICAL

Participants with Allergy & Medical Issues are listed on the Crew Assignment Roster & their Name Tags will indicate their allergy. **EVERYONE** should get to know this list well, whether they are in your crew or not. Keep in mind that both the Bible Station and Cinema Stations involve food as well as the snack room.

## PARTICIPANT PHOTO RELEASE

Children that are NOT allowed to have the photograph taken will have their name listed in **BLUE** on the crew leader roster and name tag. The person taking photos for the slide shows will need to be reminded. It's your job to keep them out of the photos.

## VOLUNTEER T-SHIRTS & DRESS CODE & PERSONAL BELONGINGS

Volunteers are a TEAM! And we need to look like a Team. We are also leaders that need to set a good, Christian example. The dress code WILL BE enforced. Those that chose not to adhere that will be asked to change. Reoccurring actions may cause dismissal from VBS or loss of service hours. Parents are asked to enforce the dress code. Remember, application submission implies that volunteers and parents have read and committed to following the dress code;

- You will receive a VBS Volunteer T-shirt that is required to be worn daily.
- Khaki/Tan or Jean Bottoms are to be worn daily with Volunteer T-shirts. **No leggings or Spandex are permitted.**
- Shorts are to be mid-thigh or longer. If you do not own or like to wear shorts at this length, then wear jeans.
- **NO Flip Flops.** You can't run after kids or participate safely in activities in them.
- We do not have storage of any kind for personal belongings. We are not responsible for lost or damaged belongings brought to VBS.

## MORNING PRAYER 8 a.m. DAILY

All volunteers should report to the hall in the front of the stage at 7:55 a.m. for a group prayer before children start to arrive at 8:00 a.m. "Sign-In", and proceed to the front of the stage.

## CREW LEADER GUIDES, FOLDERS, SUPPLY BAGS & OTHER INFO

- **Crew Leader Guides:** You are the first VBS teachers for your crew. The quality of their VBS experience depends on you and your efforts, including a positive attitude. You will provide a more enriched experience for your crew by being prepared for daily lessons. All crew leaders will be provided with a Crew Leader Guide that you are required to read and follow each day of VBS. Use the activities with your crew when you have "down time".
- **Crew Leader Folders:** Each folder will contain a Crew Roster, Rotation Schedule, & Guides.
- **Supply Bags:** Each Crew will have a bag of supplies that should contain: bag of markers, Sharpies, pens, tissues, hand wipes, and any specific supplies needed at stations. You will also be retaining Name Tags, Wrist Bands, and Bible Books at the end of each day.
- **Hand Wipes:** Make sure your crew cleans their hands with a hand wipe after the second station **BEFORE** entering the cafeteria for snacks.
- **Sharpies:** Label all keepsakes that members receive so they make it home!
- **Crew Member Sacks:** (New this year!) Each participant will have a labeled sack to hold their keepsakes that they collect each day. The sack goes home every day and should come back empty.

### These Items go HOME every day:

- Saint Card
- Imagination Station Gizmo inside the "Try this at Home" baggie.
- Bible Buddy
- Morning Craft
- Any other item handed out for the day

### These Items STAY in the Crew Leader Supply Bag every day:

- Name Tags
- LABELED “Watch for God” wrist bands
- LABELED Bible Books

### ROTATION SCHEDULE

We run a tight schedule. Parents are picking up children at 11:30 a.m. Station leaders have worked very hard preparing their lessons. We must stay on schedule and we cannot do that without the cooperation of Crew Leaders. Everyone will have a rotation schedule. **The rotation schedule CHANGES EVERY DAY!** Here’s how it works:

**\*\*Each of the following events meet for 20 minutes with 5 minutes for travel time. NEVER leave BEFORE you are scheduled or instructed by an adult. Station Leaders deserve and need your crew’s attention up until the last minute of each station.**

- Opening Hall Assembly: 8:30 a.m. Sharp
- Two Station Visits BEFORE Snack in the Cafeteria
- Snack in the Cafeteria
- Two Station Visits AFTER Snack in the Cafeteria
- Closing Hall Assembly: 11:10 a.m. – 11:30 a.m.

### BATHROOM BREAKS

- **APPROACH:** Children commonly use bathroom breaks as a distraction. Therefore, once your crew members are seated by 8:25 a.m. ask if anyone needs to use the bathroom. Stress that they will not be able to use it until the morning assembly is over. Use the same approach when returning to the Closing Assembly. Bathroom visits should be accomplished on the way back to the hall BEFORE the closing assembly begins. Stress to them that they will not be able to use the bathroom until it is over. Use the same approach in-between station rotations. Stress to the members that they will not be able to leave a station until you rotate to the next station. This approach SHOULD reduce bathroom trips, keeping the members engaged in ALL their lessons.
- **HALL BATHROOMS:** Use the bathrooms located on either side of the stage. One Crew Leader is required to accompany participants to the bathroom. Participants are to assist themselves, privately while the Crew Leader waits outside the bathroom for them.
- **OUTDOOR HALL BATHROOMS:** One crew leader is requested to remain with the crew at all times. The other will crew leader will accompany the participant to the bathroom. Participants are to assist themselves, privately while the Crew Leader waits outside the bathroom for them.

### SAFE STATION TRAVEL

All Gates, Hall and Classroom doors are to be locked at all times. NO EXCEPTION. Follow school fire escape and lockdown procedures in the event of an emergency.

- **CREW ROPE:** Each crew will have a rope which is used when traveling from station to station. Each crew leader holds an end of the rope while the crew members hold the rope in-between them. This concept is designed to 1) keep an organized, orderly line and insure safety, namely, no member gets separated in the shuffle.

- **STATION STAND-BY...**

The Bible, Cinema, and Imagination stations are all located in one hall way. The games station is located inside the hall or outside behind the Church in the lawn.

In effort of staying on schedule and prevent crews from mixing together, keep your crew member's hands on the rope while traveling and wait on your right side. That means those traveling down the hall in the direction from field towards the church should be traveling and waiting along the side nearest to the lawn while those traveling in the direction nearest the church towards the fields will travel and wait against the building.

## INTERACTIONS

- **NEVER CARRY OR HOLD OR PICK UP PARTICIPANTS.** This is a huge liability, especially if you trip and fall with a child. You do not want to be responsibility for an injured child. They may not sit on your lap on the floor or in a chair.
- **OTHER FORMS OF CONTACT:** We welcome loving, appropriate and respectful forms of affection at VBS, including hugs and hand holding between volunteers and participants. Always ask permission first. This shows respect for someone's personal space and protects the vulnerable. When approached appropriately and respectfully, it can build the type of relationship that honors GOD and his commandments. It also helps little participants feel secure in an unfamiliar and new environment. Hugs should be given from the side.
- **BULLYING:**  
Bullying is unwanted, aggressive behavior among school aged children/youth that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

We have a zero-tolerance policy for bullying. Anyone, including; "participant to participant", "volunteer to volunteer", "participant to volunteer", "volunteer to participant" participating in any form of bullying will be permanently suspended from VBS and all future VBS events.

Should you witness an act of bullying, you may report it immediately, in confidence to any Adult Volunteer, Michelle or Frank.

## SIGNS OF NOT DOING YOUR VBS JOB

If you are displaying any of the following types of behaviors/actions you are not being a responsible volunteer which could result in loss of service hours or dismissal from VBS;

- Sitting in chairs or standing around (Crew Leaders are to be on floor with crew)
- Sleeping or doing any other activity that does not relate to VBS or the lessons.
- Use of Cell Phones (other than Buddy App or 911 Emergency)
- Goofing off, talking with other volunteers.



# St. John Vianney Catholic Church

## Vacation Bible School Youth Volunteer Application Form 2019

**\*\*\*ALL FORMS DUE INTO CHURCH OFFICE (ONLY) BY APRIL 30<sup>th</sup>, 2019\*\*\***

Thank you for your interests in sharing your time and talent this summer at St. John's Vacation Bible School. Youth entering grades 6 -12 in August of 2019 may apply to be a volunteer. Positions are limited, filled on a first-come-basis, experience, grade, and at the discretion of the VBS Director. Applicants under the age of 18 years old must have their applications completed and signed by their legal parent/guardian. Applicants 18 years old during June 16-21, 2019 must be certified in Safe Environment Training and have a Level II Background Check completed and current by June 3rd, 2019 in order to volunteer. Certification Training and Level II will be provided at no cost to the volunteer. Contact the VBS Director, Michelle Timm, at 727-543-5413 for more details.

### APPLICANT INFORMATION

LAST NAME:		FIRST NAME:	
STREET ADDRESS:			
CITY:	STATE:	ZIP CODE:	
PARISH:		SCHOOL:	
EMAIL FOR VBS COMMUNICATION:			Date of Birth:
GRADE AUGUST 2019:	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	T-SHIRT SIZE: __ YM __ YL __ AS __ AM __ AL __ AXL __ AXXL	
CELL PHONE NO:	HOME PHONE NO:		

### CUSTODIAL PARENT- LEGAL GUARDIAN #1 INFORMATION

FIRST NAME:	LAST NAME:	
STREET ADDRESS (IF DIFFERENT FROM APPLICANT):		
CITY:	STATE:	ZIP CODE:
HOME PHONE:	CELL PHONE:	
WORK PHONE:	CUSTODY OF CHILDREN __ FULLTIME __ PART-TIME	

### CUSTODIAL PARENT- LEGAL GUARDIAN #2 INFORMATION

FIRST NAME:	LAST NAME:	
STREET ADDRESS (IF DIFFERENT FROM APPLICANT):		
CITY:	STATE:	ZIP CODE:
HOME PHONE:	CELL PHONE:	
WORK PHONE:	CUSTODY OF CHILDREN: __ FULL-TIME __ PART-TIME	

PARENT/GUARDIAN EMAIL TO BE USED FOR VBS COMMUNICATION:

Do we have permission to photograph your child(ren)? Photos may be used in daily slideshow & various VBS marketing media including emails, posters, website, & Facebook. \_\_Yes\_\_No

## DISMISSAL PROCEDURES & PERMISSION TO PICK-UP CHILDREN

(List below those who have permission to pick up youth volunteers other than Legal Parent/Guardian)

At dismissal, youth volunteers sign themselves out, then head outside on their own to the parking lot for their ride home. If their ride is not present when they go outside, they have the option to wait outside or inside the hall. Adult volunteers are present in the hall until ALL youth volunteers are gone. \_\_\_\_\_(Check Here) and \_\_\_\_\_(Initial Here) if you request your youth volunteer to be signed out by a legal parent/guardian or person listed below. When checked, youth will be instructed to remain inside the hall for their ride home.

FIRST NAME	LAST NAME	RELATIONSHIP TO CHILD(REN)	CELL PHONE NO.

My "of-age" youth volunteer will drive to and from VBS: \_\_\_\_YES \_\_\_\_NO

Is there anyone that does NOT have permission to pick up your child(ren)? \_\_Yes \_\_No

If Yes,	First Name:	Last Name:
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### ALLERGIES & MEDICAL INFORMATION

List below any allergies and/or medical issues that we should be made aware of while you (your child) volunteers at VBS

ALLERGIES	MEDICAL

### APPLICANT QUESTIONNAIRE (to be completed by/with the applicant)

Question	Answer/Comment								
1) Are you a past VBS Volunteer at St. Johns?	__Yes __NO (If answered is no, move to question #7 )								
2) If yes to #1, what position(s) did/have you hold/held?									
3) What did you like MOST about the position?									
4) What did you like LEAST about the position?									
5) What is one thing you would NOT change about VBS?									
6) What is one thing you WOULD change about VBS?									
7) What position would you like to serve this year?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">__Crew Leader</td> <td style="width: 25%;">__Game Station</td> <td style="width: 25%;">__Bible Station</td> <td style="width: 25%;">__Imagination Station</td> </tr> <tr> <td>__Cinema Station</td> <td>__Snack Station</td> <td>__Preschool Room</td> <td> </td> </tr> </table>	__Crew Leader	__Game Station	__Bible Station	__Imagination Station	__Cinema Station	__Snack Station	__Preschool Room	
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8) What age will you be during June 17-21, 2019?									
9) I have a current certification in Safe Environment Training and have a Level II Background Check? __YES __NO									
10) I understand that my attendance is required and necessary at Volunteer meetings, workshops, & daily at VBS? __Yes __No									

### Registration Forms - Mail & "Drop Off" Instructions

Place Registration & Medical Release forms together in the original 9" x12", pre-addressed envelope. Do Not Fold Forms.  
Mail or Drop Off Forms to: St. John Vianney Catholic Church, c/o Lisa Mohr VBS, 445 82<sup>nd</sup> Ave, St Pete Beach, FL 33706

By signing this form, I \_\_\_\_\_ (Parent Print First, Last Name) give my permission for my child, \_\_\_\_\_ (Print First, Last Name) to volunteer St. John Vianney VBS 2019 and confirm that all information provided is given so to the best of my knowledge.

Parent/Guardian Signature:	Date:
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#### For Office Use Only

Office Received Date:	Delivery Method: ____Drop Off ____Mail
Received by:	Post Mark Date:

**Medical Release & Emergency Contact (MR & EC) Form**

1) Up to 4 children with the same last name and Medical Release & Emergency Contact Form (MR & EC) information may be listed on one MR & EC form. A second MR & EC form is required when registering 5+ Children with the same last name OR when two or more children being registered have any differences in last names and/or MR & EC form information.

2) **Please PRINT neatly and legibly.**

3) This form must be notarized. The form must be signed in the presence of the notary. A state picture ID is required for notarization.

4) See the VBS Information packet for complete instructions.

**FAMILY INFORMATION** (information provided in this section below is same for all children on this form)

FAMILY LAST NAME

STREET ADDRESS:

CITY:

STATE:

ZIP CODE:

**CHILD PARTICIPANT #1 INFORMATION**

FIRST NAME:

DATE OF BIRTH:

ALLERGIES

MEDICAL CONDITIONS

MEDICINES ROUTINELY TAKEN

COMMENTS

**CHILD PARTICIPANT #2 INFORMATION**

FIRST NAME:

DATE OF BIRTH:

ALLERGIES

MEDICAL CONDITIONS

MEDICINES ROUTINELY TAKEN

COMMENTS

**CHILD PARTICIPANT #3 INFORMATION**

FIRST NAME:

DATE OF BIRTH:

ALLERGIES

MEDICAL CONDITIONS

MEDICINES ROUTINELY TAKEN

COMMENTS

**CHILD PARTICIPANT #4 INFORMATION**

FIRST NAME:

DATE OF BIRTH:

ALLERGIES

MEDICAL CONDITIONS

MEDICINES ROUTINELY TAKEN

COMMENTS

**CUSTODIAL PARENT- LEGAL GUARDIAN #1 INFORMATION**

FIRST NAME:		LAST NAME:	
STREET ADDRESS (If different from children):			
CITY:		STATE:	ZIP CODE:
HOME PHONE:		CELL PHONE:	
WORK PHONE:		CUSTODY OF CHILDREN <input type="checkbox"/> FULLTIME <input type="checkbox"/> PART-TIME	

**CUSTODIAL PARENT- LEGAL GUARDIAN #2 INFORMATION**

FIRST NAME:		LAST NAME:	
STREET ADDRESS (If different from children):			
CITY:		STATE:	ZIP CODE:
HOME PHONE:		CELL PHONE:	
WORK PHONE:		CUSTODY OF CHILDREN: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME	

**EMERGENCY CONTACT (other than custodial parent(s)/guardian listed above)****EMERGENCY CONTACT #1**

FIRST NAME:		LAST NAME:	
STREET ADDRESS:			
CITY:		STATE:	ZIP CODE:
HOME PHONE:		CELL PHONE:	
WORK PHONE:		RELATIONSHIP TO CHILD(REN):	

**EMERGENCY CONTACT #2**

FIRST NAME:		LAST NAME:	
STREET ADDRESS:			
CITY:		STATE:	ZIP CODE:
HOME PHONE:		CELL PHONE:	
WORK PHONE:		RELATIONSHIP TO CHILD(REN):	

**HOSPITAL PREFERENCE**

NAME:		CITY:	
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**FAMILY PHYSICIAN - HEALTH CARE RESOURCE**

NAME:		PHONE:	
ADDRESS:		CITY:	
STATE:		ZIP CODE:	

**DENTAL PHYSICIAN - RESOURCE**

NAME:		PHONE:	
ADDRESS:		CITY:	
STATE:		ZIP CODE:	

**MEDICAL - DENTAL INSURANCE COMPANY - RESOURCE**

NAME:		EXP. DATE:	
POLICY ID:		GROUP NO:	
POLICY HOLDER:		EXP. DATE:	

**FOR NOTARY ONLY. SIGN IN THE PRESENCE OF THE NOTARY**

I hereby give my consent to any emergency facility and physician to administer necessary treatment to my child(ren)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
(Child 1 Full Name) (Child 2 Full Name) (Child 3 Full Name) (Child 4 Full Name)

in the event of an emergency at which time I cannot be reached. I give consent to transport by ambulance if the situation warrants it.

\_\_\_\_\_

Signature of Custodial Parent/Legal Guardian (Affiant)

STATE OF FLORIDA COUNTY OF:

The foregoing instrument was acknowledged before me on \_\_\_\_\_ 20\_\_\_\_\_  
(Month) (Day) (Year)

by \_\_\_\_\_, who is personally known to me or has produced

\_\_\_\_\_ as identification.

(Type of Identification)

**SEAL OF NOTARY**

**SIGNED:**

(Signature of Notary)