# Parent or caregiver letter and consent template

<insert date>

Dear parent/caregiver

 **Information and consent**

We are going to do student volunteering. It will run for <insert expected amount of time>.

Leading up to the volunteering week students will engage in numerous activities relating to volunteering, for example:

* <add your own example>
* <add another example>
* <add another example>

During their volunteering week, students will be representing their school <add details specific to your school/the task, for example wearing the school uniform, or wearing suitable footwear>.

<If equipment is required to do the volunteering, list what’s needed and if there is a cost to the parent/caregiver.>

<Add any other messages you have for parents/caregivers>

Kind regards

<your name>

Principal, <your school’s name>

**Please sign and return this letter and the completed forms by <insert date>.**

I give consent for my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ <insert child’s name> to volunteer.

Signature: Parent/caregiver name:

Remember to attach and sign:

* [Department for Education Consent form for Camps/Excursions](https://myintranet.learnlink.sa.edu.au/library/document-library/form/early-childhood/ED170-consent-form-for-camp-or-excursion.doc) – (staff login required)
* Student health information (if needed)
* [Department for Education Media Consent Form - Child/Student](https://myintranet.learnlink.sa.edu.au/library/document-library/form/operations-and-management/social-media/use-likeness-consent-form-child.pdf) (staff login required)