<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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to volunteer.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Parent/caregiver name: |  | | |

Remember to attach and sign:

* [Department for Education Consent form for camp or excursion](https://edi.sa.edu.au/hr/for-managers/health-and-safety/creating-a-safe-workplace/camps-and-excursions#title2) – (staff login required)
* Student health information (if needed)
* [Department for Education Media Consent Form - children and students](https://edi.sa.edu.au/operations-and-management/communications/social-media-and-web/social-media-management/images-of-students-and-their-work)  (staff login required)