

Sample - Permission Note

Special events / Trips / Activities / Excursions (outside normal program times and location)

I give my son / daughter _____ permission to attend
(name of event/excursion) on (Date) with (Church/Organisation)

By signing this permission note I am aware that;

- ☐ The (program/ministry) is not taking place in its usual time and place
- ☐ I will arrange for my son/daughter to be at the designated drop off location at (time)
- ☐ The (event/excursion) will be held at _____
- ☐ Leaders and volunteers will be the main mode of transport
OR
- ☐ Public transport will be the main mode of transport, under supervision of leaders and volunteers
- ☐ The (event/excursion) will be finish by (time) and will be returning back to (Church/Organisation) between (time)

It is the responsibility of the leaders to contact the mobile number submitted with this permission note via text with the following information:

- drivers full name and car registration
- courtesy text upon arrival and departure at (event/excursion) location
- estimated time of arrival back to the (Church/Organisation)

Parent/guardian name: _____

Mobile contact number: _____

Signature: _____

Date: _____