

Parent Consent Workshop Process

Station 1 (Area – Volunteer sign-in, Registration, Copy center, food)

Supplies & Equipment: Laptops, printers, paperclips, stapler, envelopes, pens, paper for printers

Sign in, enter, have a seat, coffee, cookies

Child care will be provided, if needed direct client

Intake: ELAP form and school form

Copy Child's documents while waiting for intake and before filling out Safety Plan:

- 2 copies - School parent consent form
- 1 copy - Child's birth certificate, SS card, passport, immunization records, etc.

Print forms, client signs school form and takes our form with them to next station.

Station 2 (Area – The colored tables to get their Safety Plan completed)

(The blank table on the left can be for community resources).

Supplies & Equipment: Document packet, pens, paper clips, interpreters

Volunteer will call their name and direct them to a colored table

Client will sit with volunteer (and interpreter) to complete forms

Once completed they move to **Station 3** to get documents notarized:

- Intention of Parents for Care for Minor Child
- Temporary Parental Consent Agreement

Station 3 (Notary table)

Supplies & Equipment: Stamps, log, pens

Notarize documents

- Intention of Parents for Care for Minor Child
- Temporary Parental Consent Agreement

Record in ledger and have client sign

Station 4 (2nd Copy Center)

Supplies & Equipment: Copiers, extra paper

Clients get documents copied and put in envelopes

- 2 copies - Intention of Parents for Care for Minor Child
- 2 copies - Temporary Parental Consent Agreement

Note: the small squares are chairs.