



Dear Parents/Guardians,

The safety of your child is our priority. In order to secure the safety and wellbeing of your child we are requesting your assistance. Please complete an "Early Release/Checkout Form" for each child if you are NOT checking out on the approved checkout day and time scheduled by the 4-H program.

Once you have completed and signed this form, the 4-H program is no longer responsible for the child named on this form. Parents are allowed to "call in" and release their child over the phone in case of an emergency but we very much appreciate if you can let us know at check-in by completing this form. **Checkouts over the phone are reserved for emergencies only.** Under no circumstances will an early release request be granted to the student without the submission of this form or a phone call from a parent or guardian to a 4-H administrator. Parents/guardians are encouraged to come and sign-in and checkout their child/children from the program with a designated 4-H staff member.

With the **Early Release/Check-out Request Form** a 4-H representative may call the participant's parents and/or guardians to confirm whether or not the form was in fact signed by one of the parents or guardians and therefore allowed the participant to leave early from the program.

Parent/Guardian's name/ relationship: _____

Parent/Guardian's signature: _____ Date: _____

Parent/guardian's phone: _____ Alternative phone: _____

Participant's name: _____

Participant's signature: _____ Date: _____

4-H Director/Administrator signature: _____ Date: _____

Departure date/time: _____

Please contact Mario Magaña Álvarez or Jaime Guillén at (541) 737-0925 or (541) 541-4660 from 8:00 AM-5:00 PM. After hours call our cell phones at any time Mario: (503) 931-7206 or Jaime: (541) 619-1870

Thank you for your participation and cooperation!

Sincerely,

Mario Magaña Álvarez
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541-737-0925