

# Vermont Comprehensive Consent Form for Career and Technical Student Organizations

**PURPOSE:** This form, complete with all information and signatures required, must be submitted by each student prior to attending any area, state, national or international conference requiring **overnight** housing. It is recommended that this form be on file in each local school by September 30 for all CTSO members and that it be maintained on file. Additionally, the instructor/chapter advisor is asked to bring this form to each state and national conference, or international trip. Completion and signing of this document indicates that the student, parent or guardian, and school administrator have read this form and approve of its contents. Each advisor is still responsible for filling out the proper paperwork for their district when attending any area, state, national conference, or international trip. Completion and signing of this document provides consent for:

1. Emergency medical treatment of student
2. Digital recording for purposes noted
3. Dress code adherence by student
4. Conduct code adherence by student
5. Attendance at and travel to and from conferences/activities
6. Waiver of liability

**PHILOSOPHY:** It is a privilege and an honor for a student to attend area, state, national conferences and international educational experiences. As such, each student has the unique opportunity to represent his/her school, community, and family as a business professional. Students are expected to follow all Rules and Regulations stated herein. In cases of uncertainty, the student should confer with his/her advisor or chaperone **prior** to acting, since ignorance of Rules and Regulations will not be considered an acceptable excuse. Teachers, chaperones, and state staff assume the responsibility of enforcing all Rules and Regulations to ensure, to the degree possible, that students are not exposed to unreasonable risk from which it is foreseeable that injury is likely to occur.

**DIGITAL RECORDING:** We, as indicated below, authorize photographs or videos to be made of my son or daughter during this meeting/conference/educational experience with the understanding that these will be for CTSO, school, or community use. Vermont CTSO has no control over photographs or videos taken by other organizations or individuals.

**SPECIAL NEEDS ACCOMMODATIONS:** If any student has a special need that will require accommodation, the member is requested to inform his or her teacher/advisor of such needs so accommodations can be made. If a student has allergies please indicate what symptomatic reactions could be expected if the student comes in contact with the allergen.

**DRESS CODE:** Your CTSO is, first and foremost, a professional organization for students enrolled in Career and Technical Education. Just as in a business where company policies related to dress and grooming are maintained, CTSOs have developed their own policies. Essentially, proper dress and grooming for any occasion is a matter of exercising good judgment; thus, should a question arise concerning the Dress Code, contact your chapter advisor, teacher, or chaperone. The CTSO dress codes will be enforced. The first failure to comply with dress code will be considered a Level II Violation (See Level II Violation).

**CONDUCT CODE:** Participation in Vermont CTSO activities provides an opportunity for students to interact with business professionals, adult supporters, other members, and the general public. As a result of establishing a positive, ethical and professional image, many businesses, civic organizations and individuals provide financial and human resources to CTSOs. Once again, should you have a question concerning what constitutes acceptable behavior, ask your advisor or chaperone prior to making a decision. The following Conduct Code has been established and is enforced at all area, state, national conferences and international educational experiences or activities.

## **CONDUCT CODE**

**LEVEL ONE VIOLATIONS:** The following have been identified as **extremely serious** violations:

1. Violation of any city, state, federal, or international laws. For international visits this includes violation of any law of the country in which the student is visiting;

2. Possession, consumption, transportation, or purchase of any alcoholic beverage or illegal drug shall be **subjected to the penalties** described below. If alcoholic beverages and/or illegal drugs or evidence of their use are found in a hotel room, all occupants of that room could be subjected to the penalties described below.
3. Defacing, damaging, or stealing public or private property.
4. Failure to attend conference activities, including competitive events, general sessions, and special meetings.
5. Presence in an unassigned hotel room without supervision or consent of a chapter advisor or chaperone.
6. Missing curfew by more than 30 minutes. Curfew means being in your assigned room with the door closed and noise kept at a minimum. If the event requires a hotel stay and you are **not** staying in the hotel, the term curfew would mean that you have left the hotel grounds by the stated time.
7. Throwing any object from a hotel window or vehicle.
8. Smoking or using tobacco.
9. Rudeness or insubordination.
10. Repeated violation of a Level Two Conduct Code as stated below.
11. Other violations explained prior to the conference, as identified by the advisor, chaperone, state staff, and/or school official.

**LEVEL ONE PENALTIES:** (all of the following may apply)

1. Notification of the student's school director or principal who will enforce that school's policies.
2. Notification of the parent or guardian.
3. Expulsion from the conference/activity.
4. Student, parent/guardian, must immediately arrange for alternate travel plans to return home. Student, parent/guardian will be responsible for any extra cost incurred.
5. Other penalties at the discretion of the advisor, chaperone, school official or state staff.

**LEVEL TWO VIOLATIONS:** The following have been identified as less serious violations **but, if repeated**, the student will be the subject of a warning and, on the third repetition, will be treated as Level One Violations:

1. Failure to follow the Dress Code.
2. Failure to wear identification during the conference.
3. Tardiness to conference activities. If tardy by 30 minutes or more, a Level One penalty applies.
4. Leaving the conference site without the knowledge of your advisor or chaperone.
5. Missing curfew by less than 30 minutes and by not being in your assigned room with your door closed and noise kept to a minimum.
6. Disturbing other hotel/lodging guests by excessive noise, door slamming, etc., which results in a complaint to the hotel management. Two such complaints result in a Level One penalty for all occupants of the room or facility.
7. Other violations identified during the conference by the advisor, chaperone, state staff, or school official.

**LEVEL TWO PENALTIES:** (shall be subject to)

1. Verbal warning and immediate compliance with conference rules.
2. Notification of advisor/chaperone or state staff.
3. Repeat violations or the violation of another Level Two Violation may result in Level One penalties.

## **AGREEMENT AND CONSENT**

**TRAVEL AND ATTENDANCE CONSENT:** We, as indicated by our signatures below, hereby give my son/daughter permission to attend and travel to and from the conference/activities referenced on this form.

**CONDUCT CODE CONSENT:** We, as indicated by our signatures below, have read, will comply and assist with the enforcement of the Conduct Code.

**DRESS CODE CONSENT:** We, as indicated by our signatures below, have read, will comply and will assist with the enforcement of the Dress Code.

**MEDICAL CONSENT:** We, as indicated by our signatures below hereby authorize in advance any necessary medical treatment required while traveling to and from and while attending the conferences/activities referenced on this form.

**WAIVER OF LIABILITY:** We, as indicated by our signatures below, except as otherwise provided by law, agree to waive any liability of the CTSO instructor/advisor, chaperone, or the Vermont Agency of Education for accident or illness occurring during transit or while participating in the conferences/activities listed on this form. Individual CTSOs may require additional forms for individual activities.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Advisor Name & School

**CONFERENCES:** Consent and approval indicated by the signing parties are applicable to the following activities (Please fill in the name of the conference or educational experience):

1. Fall Leadership Conference \_\_\_\_\_
  2. Winter Leadership Conference \_\_\_\_\_
  3. National Leadership Conference \_\_\_\_\_
  4. State Officer Meeting(s) \_\_\_\_\_
  5. State Leadership Conference \_\_\_\_\_
  6. Off-Site Skill Competition \_\_\_\_\_
- Other \_\_\_\_\_

**MEDICAL INFORMATION:** (Please print):

\_\_\_\_\_  
Name of Parent or Guardian                      Relationship to Student                      of                      \_\_\_\_\_  
Student Name

\_\_\_\_\_  
Age                      Complete Home Address and Zip Code                      Home Phone                      Cell Phone

\_\_\_\_\_  
Emergency Phone #                      Emergency Backup Phone #

**Note: For international travel,** please confirm with your insurance company that medical insurance is in effect in that country. He/she is insured for medical coverage by:

\_\_\_\_\_  
Insurance Company                      Name of Insured                      Policy Number

Medical conditions to be aware of are (i.e., heart condition, allergies, diabetes, asthma, epilepsy, rheumatic fever, etc.):

\_\_\_\_\_  
Medication currently being taken is: \_\_\_\_\_

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Parent/Guardian Signature                      Date

\_\_\_\_\_  
Teacher/Advisor Signature                      Date

\_\_\_\_\_  
Administrator Signature                      Date