Sample – Parental Permission Letter and Consent to Participate Form

*Include letter on agency or coalition letterhead*

Date

Dear Parent or Guardian,

We are conducting a [focus group or readiness survey] on the topic of [include topic name] with both youth and adults through [include county name] County’s Strategic Prevention Framework State Incentive Grant which is focused on reducing underage alcohol use and binge drinking. This grant is funded by the Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Prevention and is administered by the Iowa Department of Public Health. Ultimately, our hope is to learn [include what you hope will be gained through the process]. We are requesting that you allow your child to participate.

Participants will be asked to [discuss focus group or readiness survey process]. The total time to participate will be approximately [include amount of time to participate] minutes.

Potential risks of participating in the [focus group or readiness interview] are minimal. There may be some discomfort in answering questions during interviews and discussions.

Any information that is obtained in connection with the [focus group or readiness interview] will not identified with participants as all responses will be kept anonymous.

Participation is entirely voluntary and there will be no penalty for not participating. All youth for whom we have parent consent will be asked if they wish to participate and only those who agree will participate in the [focus group or readiness survey]. Moreover, young people will be free to stop taking part at any time.

Should you have any questions, please contact [include contact information for the County SPF SIG Coordinator].

Please give your permission by signing the enclosed consent form and having your child return it to [include the process of how to return the form]. Please keep this letter for your records.

Sincerely,

Add signature of Prevention Agency Director

**Consent to Participate**

I have read the attached informed consent letter and agree to have my child participate in the

[focus group or readiness survey].

Student’s Name

Parent’s or Guardian’s Name (please print)

Parent’s or Guardian’s Signature Date