Sample Parent/Guardian Letter

Date _____

Dear Parent:

(Name of site) is offering an HIV-prevention program for young people ages 12 to 15. In the program, they will learn how to protect themselves from HIV infection. This will be done by learning information and skills such as decision making, abstaining from sex, condom use, negotiation and communication. They will learn these skills by playing games, doing roleplays and having group discussions.

The program will be held every _____ (day) at _____ (time) for 8 weeks. The young people should enjoy and have fun with the program.

If you would like your child to participate in this program please sign the attached permission slip and return it to _____.

There is also a parental component to this intervention that provides tips for opening communication with your youth, especially around discussing topics related to HIV prevention. These topics can include what HIV is, how it's transmitted and how it can be prevented.

If you have any questions about the program now or any time in the future, please call me at _____.

Sincerely,

Name_____
Title_____
Name of Center _____

Sample Parent/Guardian Permission Slip

I agree to let my child participate in the *Focus on Youth with ImPACT program* being offered by _____ (name of site).

I understand that if my child participates in the program, she/he will be taught information on decision making, abstinence, condom use, communication skills and learn specific information about HIV and how to avoid it.

I understand that all discussions that my child will have with the group leaders of this project will be confidential and will not be reported to me or anyone else.

I agree to let my child participate in this program. I understand that she/he is free to stop at any time.

Child's name _____

Age _____

Parent/Guardian's signature _____

Date_____

Address _____

Phone _____

Group leader's signature _____

Date_____

Tips on Soliciting Donations

- Carry donation letters and information about the program with you wherever you go (e.g., movies, restaurants, grocery stores, malls, etc.). It never hurts to ask for a donation.

- Get started early. It may take a long time for a donation to be approved and go through the chain of command, often as long as a month. Also, many organizations have limits on how much they donate each year, and once they've fulfilled their quotas they stop giving donations.

- Use the yellow pages to get ideas. Call an agency or business and ask for the manager. If she or he is not able to help, ask for the corporate headquarters.

- Fast-food chains and well-known franchise restaurants are almost always good for drinks, cups, napkins, cookies, etc.

Sample Donation Letter

Organization name _____

Organization address _____

Date _____

To whom it may concern:

The Youth Development Center at _____ (name, site) offers youth in the community cultural, recreational, tutoring and health education activities. The center provides after-school, evening and weekend programs designed to address many of the challenges facing young people in our community, including substance use, involvement in crime and violence, truancy and pregnancy. The program goals are to keep our youth off the streets and involved in positive activities.

The Center has established an HIV-prevention program called *Focus on Youth with ImPACT*. The group meets weekly for 8 weeks to focus on decision making, goal setting, communication skills, and factual information about avoiding HIV infection, unintended pregnancy and drug use. The goal of the program is to help youth make healthy decisions about their lives.

It is our hope that your company might be able to provide products that could be used as incentives for young people who successfully participate in this program. Food items for snacks or small gift items would be extremely helpful in ensuring that teens take part in this positive program.

If you have any questions, please do not hesitate to contact me at _____.

Thank you in advance for your cooperation.

Sincerely yours,

Name _____
Title _____
Name of Center_____

Sample Focus Group Consent Form

I _____ (parent/guardian), understand that my child _____ (name) has been asked to participate in a focus group for _____ (agency name). The focus group will be held at _____ (location) on _____ (date) from _____a.m./p.m. to_____ a.m./p.m.

By participating, my child will be asked to share his or her insight on how to personalize the *Focus on Youth with ImPACT* intervention to our specific population of _____. It has been explained to me that this is not a class, but an opportunity for my child's voice to be heard in a way that will have an impact the growth of the program. I also understand that by participating in the focus group, my child will receive _____ (incentives).

Therefore, I give permission for my child to participate in this project.

_____

Parent/Guardian Print Name Date

_____

Parent/Guardian Signature Date