

**Letter 2: Passive Parent/Guardian Consent
for Youth Participation in Youth Development Outcome Measurement Surveys**

(Type or print on Club letterhead or insert Club logo)

(Insert Date)

Dear Parent or Guardian:

The Boys & Girls Club of _____ *(insert Club name)* is pleased to be participating in a project to survey youth about their Club experiences and behaviors, skills and attitudes using Boys & Girls Clubs of America's Youth Development Outcome Measurement Tool Kit. These surveys will be conducted at the Club between *(insert starting date)* and *(insert ending date)*. We will use the results of this survey effort to learn more about the needs and interests of our youth and improve our program and services for them.

Young people's responses to the survey questions are confidential (no one will know their answers) and anonymous (no one will know your child's name). Your child's participation in these surveys is completely voluntary. If you give your permission, we will also ask your child if he or she would like to answer a survey. Your child may choose to participate or not, or opt to answer some survey questions and not others. Also, if at any time you decide you do not want your child to participate in the surveys, you may contact us and we will take him or her out of the survey group. Participating or not participating in the surveys will not affect your child's Club membership or enrollment in activities in any way.

If you agree that your child may participate in these surveys, you do not need to return this letter. **If you do not want your child to participate in the surveys, please sign, date and detach the section below and return it to the Club.** You may also call us to ask that your child not participate.

If you have questions about this survey project or would like to receive a copy of the survey questions, please contact:

(Insert name, title, address and telephone number of the Club executive or leader directing the survey effort.)

Sincerely,

(insert name and title of Club representative)

I **do not want** my child, _____ *(name of child)*, to take part in the Youth Development Outcomes surveys at Boys & Girls Club of *(insert Club name)*.

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

PLEASE SIGN, DETACH AND RETURN THIS SECTION TO THE CLUB.