



Dear Parent or Guardian:

We are thrilled to learn your child will be attending the first ACLU National Membership Conference!

Your child's desire to participate in the civic life of this country and to learn more about our basic constitutional rights and the policies affecting them reflect a commendable level of political awareness, intelligence, and maturity. Your willingness to let your child attend shows that you understand the importance of the conference and its potential value to your child's growth and education.

In this letter and the attached form, we want to give you a sense of what the ACLU will and will not be doing to ensure your child has a fun *and* safe time at the conference and in San Francisco. ***In order for your child to attend the conference, we need you to read and sign – in the 3 places specified – the attached Parent/Guardian Form and have your child present the signed form on-site at the conference. Children who do not bring the signed form with them, they will not be allowed entrance to the conference.*** Thank you in advance for working with us to ensure a great conference.

While the ACLU will provide a variety of resources to promote your child's safe enjoyment of the conference and San Francisco, the organization will not supervise your child at all times. He or she will have significant freedom. Ultimately, your child's safety will depend primarily on his or her behavior. Accordingly, here is a list of things the ACLU will and will not do and what we ask you to do.

**The ACLU asks you, the parent or guardian, to:**

- Complete the attached form, including the permission to attend, waiver of liability, and permission for emergency medical treatment. Return all the forms to the ACLU at the Conference registration area. Please note that we also require you to designate a chaperone that will be in San Francisco with your child for the duration of the conference, July 6<sup>th</sup>-8<sup>th</sup>. If your child is not chaperoned, you nonetheless assume all the legal risks of your child's participation and agree that the ACLU assumes no duty of supervision. (See what the ACLU *will* provide below.)
- Arrange appropriate accommodations and travel plans. If your child is not staying at the conference hotel, please anticipate his or her travel needs within San Francisco.
- Provide sufficient spending money for your child, especially for food. The conference registration fee includes most, but not all, meals. (There are many good, inexpensive eating options within the lovely neighborhood of Union Square where the conference will take place.) Budget for: non-conference meals and snacks, BART or taxi fare, phone calls.
- Keep in touch with your child. You may wish to make a plan with your child to speak once a day or more. If possible, it may be helpful to provide your child with a cellular phone for the conference so he or she can be in touch with the ACLU's youth coordinators. (See below.)
- Prior to the conference, if you have any questions, call Bj Lockhart 212.519.7821 or send an email to [blockhart@aclu.org](mailto:blockhart@aclu.org).

**The ACLU will not:**

- Act *in loco parentis*, assume any duty of supervision beyond what is described below, or tolerate inappropriate or illegal conduct. The ACLU will not mediate problems or discipline your child in lieu of asking him or her to leave the conference.
- Be able to monitor your child or know your child's whereabouts at all times.
- Conduct bed checks or otherwise supervise your child after conference hours.
- Be responsible for your child's accommodations or transportation, including any travel to and from alternative accommodations.

**The ACLU will:**

- Have two youth coordinators on call during the conference as a resource for your child. The youth coordinators are not chaperones and will not supervise your child, but they will provide any assistance or helpful advice they can. They will be provided with cell phones with which you or your child can contact them.
- Keep a list of contact information for parents, designated chaperones, youth under 18, accommodations, emergency services, etc. If your child comes with a cell phone, we ask that you give us the cell phone number for use in case of an emergency.
- Designate a youth gathering point and provide a youth message board to give your child the opportunity to better connect and communicate with the youth coordinators and other youth during the conference.

Thank you for understanding our desire to ensure that your child has a wonderful and safe conference experience. Please feel free to be in touch with us before, during, or after the conference.

We look forward to being a resource for you and your child. And, we especially look forward to getting to know the exceptional young person you are sending to this historic conference.

Sincerely,

Event Planning Team  
ACLU Foundation

**ACLU CONTACT INFORMATION DURING CONFERENCE**

**ACLU Youth Coordinators—**

We will have two youth Coordinators on call. We are working out the final details for acquiring Cell Phones, and will forward you the phone numbers when available.

**San Francisco Hilton – 415.771.1400**

Please ask for the ACLU Conference Office, or after hours for Bj Lockhart's room.

**PARENT/ GUARDIAN FORM**  
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Name of Youth \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_ Emergency Contact \_\_\_\_\_

Parent's Email \_\_\_\_\_

Dates Youth Will Attend Conference      7/6 \_\_\_ 7/7 \_\_\_ 7/8 \_\_\_

Where Will Youth Be Staying? \_\_\_\_\_ Phone No. \_\_\_\_\_

Cell Phone of Youth \_\_\_\_\_

Designated Chaperone (Mandatory) \_\_\_\_\_

(Someone in San Francisco, or the parent or chaperone of a friend who is also going)

Chaperone Phone Number, where they will be staying. \_\_\_\_\_

**Permission**

I, \_\_\_\_\_, parent, guardian, or legal caretaker of  
\_\_\_\_\_ permit him or her to attend and participate in the 2004 ACLU  
Membership Conference and all related activities from July 06-08, 2004 in San Francisco,  
CA.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Waiver of Liability**

I have arranged for transportation, accommodations, meals, spending money, [a designated chaperone], and all other necessities for my child's time in the San Francisco, CA area. I understand that the ACLU and ACLU Foundation will **not** supervise my child, provide a chaperone, *act in loco parentis*, or otherwise assume any duty of care for my child except as described in the letter sent to me. I agree to release and hold harmless the ACLU, ACLU Foundation, and any other related entities for any harm or injuries to my child that may result during my child's time at the conference and in the San Francisco, CA area and during travel related to the conference. I understand that my child may be asked to leave the conference if he or she is involved in any inappropriate or illegal conduct and that the ACLU will not be responsible for any expense associated with that departure.

\_\_\_\_\_  
Print Name, Parent/Guardian/Legal Caretaker

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Emergency Medical Information

In the event of a medical emergency, if the child's chaperone is not available, we would like to have some basic information and permission to authorize emergency medical treatment. This information—including all copies—will be destroyed following the conference.

Medical Insurance Co. \_\_\_\_\_ Policy No. \_\_\_\_\_ Phone \_\_\_\_\_

Medications (optional) \_\_\_\_\_ Allergies \_\_\_\_\_

Other things we or medical personnel should be aware of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Permission to Authorize Emergency Medical Treatment (Choose One)

I, \_\_\_\_\_, parent, guardian, or legal caretaker of \_\_\_\_\_ give my permission for him or her to receive emergency medical treatment, if necessary. It is understood that the ACLU will attempt to contact me while taking this action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OR:**

I, \_\_\_\_\_, parent, guardian, or legal caretaker of \_\_\_\_\_, have religious objections to him or her receiving emergency medical treatment and would request that the ACLU contact the person listed below and follow the written procedures that are attached. (Should religious objections exist, please attach a written statement to this form signed by you and an official of the religious group in which the individual holds membership.)

Contact Person Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date