SENIOR RELEASE FORM & ECP FAQS

WHAT ARE THESE FORMS?

There are two documents provided: the Senior Release Form that **ALL seniors need to complete**, and the Emergency Care Plan, which is **only for seniors who indicate they have a life-threatening condition**.

1. **Senior Release Form** - This document is designed to protect you, your committee, and us from liability suits, as well as provide important emergency contact information in case of an accident. It includes wording to cover activities at the party that will eliminate the need to sign additional forms (except for specific venues whose insurance companies require their own additional form) at the venues. It also includes verbiage to cover students that will become legal adults from the time they signed the form to the time of the event.
2. **Emergency Care Plan ("ECP") -** The ECP is designed to protect your students, as well as provide important emergency information in case of a life-threatening condition. It details emergency contact information, which life-threatening condition(s) the student has, and other specific questions that pertain to specific conditions. It also requests a specific immediate response plan in the event a life-threatening condition occurs. All available Chaperones, *Grad Nights* Event Manager and on-site staff should help enact this plan as soon as possible to assist a senior in the case of an occurrence. The form should be completed and returned to your planning committee as early as possible.

Please note that while the Senior Release is required by *Grad Nights*, each parent planning committee is independently responsible for assessing the protections, including hold harmless commitments, it deems necessary to obtain from any student and parent/guardian. Your committee is also independently responsible for making sure all students are asked about life-threatening conditions before the event, and to obtain vital life-saving information. *Grad Nights* cannot guarantee the Senior Release Form and ECP serve all such needs.

HOW DO WE DISTRIBUTE THEM?

1. **Senior Release Forms** - The Senior Release Form should be printed as a two-sided document that is distributed during the ticket sales process and returned with the senior's payment. If you are going to send out a packet of information about the party to all parents (which *Grad Nights* recommends), you could include a copy or a link to this form as well.
2. **Emergency Care Plan** - **The ECP should not be given to everyone.** Instead, it should only be sent anytime a Senior Release Form is returned that indicates a senior has a life-threatening condition. The ECP should be sent to the senior's parents to complete and returned to the committee well in advance of the party, allowing sufficient time for the committee to review the form and provide reasonable accommodations.

WHEN DO WE COLLECT THE FORMS?

Forms should be returned to committee as soon as possible and preferably no later than 30 days before the party. This allows enough time to ensure you have all emergency contact information and necessary signatures, as well as verify whether seniors will require an ECP.

DO WE HAVE TO USE THEM?

These forms are designed to protect you, the parents, and *Grad Nights*. A signed original Senior Release Form is required for every senior for our insurance company. We update this form regularly and it is important that you use the most recent version for the class of 2027. ***Do not use any other form or permission slip including any you may have received from past years; even one provided by Grad Nights.*** If you wish to add additional provisions, please do so with a separate form you supply in addition to the Senior Release provided by *Grad Nights*. For parents who indicate that their child has a life-threatening condition, they also need to fill out an ECP, in addition to the Senior Release Form.

If you have any questions regarding the content or process involved with these forms, please do not hesitate to call the *Grad Nights* office, 206-367-8000.

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HOW DO WE GET THE SENIORS TO RETURN THEM?

If you do not receive the form 30 days before the party, or have students that are signing up at the last minute, you may need to call parents directly to ensure that the form is returned as soon as possible. Another incentive we recommend is to let seniors know they cannot sign-up for buses, or attend the party, without returning the Senior Release Form and ECP, if applicable.

WHAT DO WE DO IF A SENIOR HAS A LIFE-THREATENING FOOD ALLERGY OR CONDITION?

If a senior has a life-threatening food allergy or condition, the ECP form must be completed by their parent or guardian, or by the senior themself if they are 18 years old.

WHAT DO WE DO WHEN SENIORS RETURN THE FORMS?

Forms returned by seniors should be reviewed at least 30 days before the party to make sure they are complete. If a student indicated they have a life-threatening condition, their parent must complete an ECP for the senior to attend the party.

WHAT IF A FORM IS RETURNED WITHOUT ALL THE INFORMATION?

All signatures and contact information is required, but we have also included medical information that is not always required. If the senior has a life-threatening condition, the medical information is required. If not, while medical information greatly assists emergency personnel if anything were to happen, it is not required. It is your choice whether to follow up on Senior Release Forms that do not have this information.

IF A SENIOR IS 18, DO THEY STILL NEED A PARENT TO SIGN THE FORM?

We strongly recommend having a parent sign all forms so they are aware of the risks of the party and assume responsibility for paying for any damages their senior may cause at the party. However, if the senior is already 18, the parent signature is not legally required. It is your choice whether to still require the parent signature in this case or not. The ECP exists to protect the senior and occasionally parents will list additional helpful information that the student either forgot or did not think was relevant.

WHAT IF A PARENT OR SENIOR WILL NOT SIGN OR WANTS TO CHANGE IT?

This form cannot be changed in order for us and the insurance company to accept it and allow the senior to attend the party. This is not a required event that the senior must attend, and if the parent chooses to not sign the Senior Release Form that is certainly their choice. This agreement protects the parent committee at the event, as well as *Grad Nights*, which is why we require its use.

WHY DO SENIORS HAVE TO SIGN A 2ND TIME?

To protect yourself! Most schools have seniors sign and turn in their Senior Release Forms throughout the year. Since this is a transitory year when a 17-year-old minor turns into an 18-year-old adult, some of the seniors may have signed (and had their parents sign) the form when they were a minor. When they turn into an adult at 18, those signatures are invalidated in the eyes of the law. That senior is now considered an "adult" and is solely responsible for signing their own agreements. They do not need to sign the ECP a 2nd time.

HOW DO WE DETERMINE IF A SENIOR NEEDS TO RE-SIGN?

Since it would be a time-consuming process to track all seniors' birthdays and compare them against when they signed, we strongly recommend that you simply have all seniors sign the agreement again the night of the party. We have created a 2nd signature line for them to do this on the bottom of the 2nd page. This way, if they were 17 when they first signed and are now 18, then they are now signing as an "adult" so it is valid. If they are still 17, their parent's signature continues to cover them and there is no harm in their signing again. If they were 18 when they first signed, they are just reaffirming their agreement. This makes the process significantly less work for you and your committee!

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WHAT DO WE DO WITH THE FORMS THE NIGHT OF THE PARTY?

1. **Senior Release Forms** - On the evening of the party, the Senior Release Forms **need to be resigned** by students who have turned 18 since the time of originally signing. The easiest way to accomplish this, that *Grad Nights* strongly recommends, is to put all forms into a binder or folder divided by bus, and have all seniors re-sign while in transit to the first venue. **Please give all Senior Release Forms to your Event Manager upon arrival at your first venue.**
2. **Emergency Care Plan** - For the ECPs, we recommend you have at least 2 copies for your party chairperson or the medically trained chaperone if there is one in attendance (like a doctor, nurse, EMT, etc.), and the lead chaperone on the applicable senior's bus in the event a life-threatening condition occurs during transit. **These forms are NOT collected by your Event Manager.** You can choose to make an additional copy for the Event Manager as well, but the originals should always stay with the lead chaperone of the senior's assigned bus.

WHAT DO WE DO WITH THE FORMS WHEN WE ARRIVE AT THE 1ST VENUE?

When you arrive at your first venue, please turn in all original copies to your *Grad Nights* Event Manager. The original forms are required by our insurance company in order for your party to be covered. Your *Grad Nights* Event Manager will keep them accessible in their backpack all night should you need them, but you may make a copy if you would prefer to have your own set.

CAN SENIORS BRING THEIR OWN FOOD IF THEY HAVE A FOOD ALLERGY?

We recommend your committee consider a rule allowing seniors with life-threatening allergies to bring separate food items. Our venues also agree to allow seniors with life-threatening allergies bring in a separate meal and/or snacks to ensure their safety, even when outside catering is not allowed. The bagged items can be turned in when the seniors load onto the bus and then kept at the primary chaperone station during the event to be handed out to the senior, upon request. Keeping the food bagged and separated in this way should help prevent any potential cross-contamination.

IF A SENIOR BRINGS HIS OR HER OWN FOOD, DO THEY GET A TICKET PRICE DISCOUNT?

Unfortunately, venues and catering vendors still charge us catering fees for each senior who attends the event. This is because many of the items on the buffet can be consumed by seniors with most allergies and it would require too much tracking to exclude just one or two students from the buffets. Also, if your committee selected parent provided meals, the catering expense was already removed from the ticket price. For these reasons, a ticket price discount is not available for seniors with a life-threatening food allergy.

IF A SENIOR HAS A FOOD ALLERGY, CAN THEY CARRY MEDICATION?

We recommend the senior be allowed to carry an EpiPen on his or her person. This will allow quick and easy access to the EpiPen if a life-threatening allergic reaction occurs. A second back-up EpiPen and other medications needed for milder allergic reactions, such as antihistamine, can be turned in with the student's food items, as mentioned above.

WHAT IS DONE WITH THE FORMS AFTER THE PARTY?

We are required to keep originals on file for the insurance company, but they are kept in a secure location and are shredded after 5 years.

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