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**YWCA Canberra Clubhouse**

**Website Design Tutorial | MTP Services | 6 June 2018**

**Excursion Permission Form**

Dear Parent/Guardian,

The YWCA Canberra Clubhouse is providing a free excursion for Clubhouse members to travel to and attend a Website Design Tutorial at MTP Services on 6 June 2018. MTP Services will cover the following aspects about computer literacy:

* Introduction to the content management system ‘Wix'
* Troubleshooting with basic html and style sheets (css)
* Website layout options
* Navigation within the website
* Information vs photo balance
* Embedding videos
* Payment options

**Excursion details:**

**Date:** June 6, 2018

**Meeting Time:** 3:00pm **Tutorial Time**: 4:00pm

**Return Time**: 7:30pm

**Meeting location**: YWCA Canberra Clubhouse, May Gibbs Close, Richardson (Community room, Richardson Primary School)

**MTP Services location**: Level 1, Building 3/26 Ipswich St, Fyshwick ACT 2609

**Food**: A free pizza dinner will be provided

**Transport**: Snow Foundation Community Bus

**Cost**: FREE

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| --- | --- |
| What to bring:* *A laptop (please advise if you don’t have one and one will be arranged for you)*
* Water bottle
* Warm jumper
* Enclosed shoes
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**What not to bring**:

Any valuables or anything you don’t want to lose (YWCA Canberra holds no responsibility for the loss of any possessions)

* No alcohol, drugs or dangerous belongings.

**Staff Details:**

* Clubhouse Coordinator: Annie-Lea Rowley 0406 375 993
* Youth Programs Team Leader (Driver): Ciara Duggan 0450 962 868

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Please complete the following details and return to YWCA Canberra Clubhouse Coordinator, annielea.rowley@ywca-canberra.org.au, or in person at May Gibbs Close Richardson.

**Young person’s details:**

Young person’s full name:

Mobile number (if they have one):

Date of birth:

Medical conditions, allergies, or dietary requirements: Yes / No. If Yes, please specify:

Does your child identify as Indigenous or Torres Strait Islander?: Yes / No

Is a language other than English spoken at home?: Yes/No

**Emergency contact details:**

Parent/Guardian’s full name:

Contact numbers: (H): (M):

Secondary emergency contact’s full name:

Contact numbers (H): (M):

I understand that although staff will take every reasonable precaution to ensure the safety of participants, all physical activities in this program carry the risk of personal injury. I acknowledge that there are inherent risks of personal injury involved in YWCA Canberra activities, and I agree that I/my child participates in activities at my own/ their own risk.

I give YWCA Canberra staff permission to administer first aid to me/my child in the event of an emergency. I agree that in case of emergency, and emergency contacts cannot be reached, I give permission for medical and transport arrangements to be made on my/my child’s behalf and I will incur the cost of transportation to a hospital/emergency service and for any associated costs.

I agree that always I will act in a responsible manner, and should I fail to meet expected standards of behaviour, I/my child may be required to cease the activity and/or be required to leave the activity (at my own expense if transport is required).

I acknowledge that should I/my child choose to leave the program for any reason, then YWCA Canberra staff will not be held responsible, but will inform one of the persons listed above (if the young person is under 18 years of age).

At all times, I acknowledge my/my child’s responsibility in practicing sun-smart practices.

I have read the above information and I give permission for my son/daughter/dependant,
(child’s full name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to attend the excursion to MTP Services for the Website Design Tutorial on June 6, 2018.

Participant Signature: Date:

Parent/Guardian Signature: Date: