

Note: Any time you travel with students, you need to get parental permission. Below is a sample that you might want to modify. It is important to provide parents with as much information about the event as possible. You may want to attach a copy of the tournament schedule as well as your travel and behavior rules.

SAMPLE PERMISSION SLIP

Date _____

Dear Parents,

Congratulations! Your child has been selected to represent _____ High School at the _____ Speech Tournament on _____. This is quite an honor and we want to provide the most positive of educational experiences.

We will be traveling by _____ and will depart from the school campus at _____ on _____. Competition begins at _____ on _____ on the school campus. The telephone number there is _____. We will be spending the night. Reservations have been made in the school's name at _____ and that number is _____.

The awards assembly is scheduled to begin at _____. We anticipate our return to the school campus at _____. If we are running more than 30 minutes late, we will give you a call.

The cost of entry and travel is _____. This can be in cash or check made out to the school.

If you have any questions or concerns, please do not hesitate to call. I can be reached at _____ during the school day and at _____ in the evenings.

Sincerely,

Your name

Please detach and return:

_____ has my permission to attend the _____
_____ Speech Tournament on _____. I understand that my child will be asked to follow the rules and regulations outlined by _____ High School as well as those by the hosting school.

Dated: _____

Parent's Signature

Parent's Phone Number