



## RESOURCE SHEET 3-E

### Evaluation Consent Form

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#### WHAT IS A CONSENT FORM AND WHEN IS IT USED?

A consent form informs participants of the purpose and procedures of the evaluation. It provides the evaluator with written consent to use information from the respondent in reports and presentations. The consent form should, therefore, indicate how information will be used, whether information gathered will communicate in an anonymous format, or whether quotes will be attributed. When possible, a consent form should be provided to all participants prior to their participation in any evaluation activities.

#### CONSENT FORM GUIDELINES

- Consent forms should be provided to participants in their primary language.
- Consent forms should provide contact information of the evaluators so participants can follow-up with questions about the evaluation.
- Participants should be provided a copy of the consent form.
- If you gather data from children under 18 you must have the consent of the parent or guardian.



Sample: PARENT CONSENT FORM

Dear Parent [include parent name]:

We have invited your daughter/son to take part in a research project, which will help us assess the effectiveness of our program. The results will be used to [insert evaluation goals].

Your child's participation in this study will involve participation in [list the evaluation activities child will be involved in (i.e. survey, interview)]. The research will take place in [insert evaluation timeline (i.e. July 2004)]. .

Participation in this research is entirely voluntary and you may choose to withdraw your child from the participation at any time. Your child has the right to refuse to answer particular questions. *Your child's name will not be used in any written or published documents or revealed in any form.* Results from the evaluation will be included in [cite reporting venues (i.e. program annual report, community newsletter, etc)].

If you have any questions about this research, please call [Detailed Contact Information].

I herewith give my permission for \_\_\_\_\_ to participate in this project

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date