

**Auburn Alliance Church**  
630 North Seward Ave.  
Auburn, NY 13021  
**Tel: (315) 253-2650**  
**Web: auburnalliance.com**  
**Youth Coordinator: Philip Kepple**

Dear Parent/ Guardian

At **Auburn Alliance Church** we count it a privilege to work with your student, and believe that the safety of our young people and children is very important. As an organization we ensure that all our leaders have filled out our Safe Place Policy, are strictly checked, held accountable, and that they maintain an appropriate behaviour around children and young people.

We strive to engage students in fun and exciting ways while seeking to maintain high levels of safety and protection of young people involved. However, life itself produces an element of risk, so in case of an emergency we are requesting some information from you and your student.

In order to do this I am enclosing a form for you to fill in with your student and return it to us as we are aiming to build a record of contact and emergency numbers of all our young people and children alongside details of any medical conditions and allergies they may have that we need to be aware of. This allows us to improve the safety of them further.

The final item on the back of the form enclosed will allow myself and/or other leaders to contact your son/ daughter concerning various events, meetings, etc., for example this might be a group text reminding your son/daughter of an event. The form also allows us permission to use any photos and/or videos which we take during activities to be used to promote the work of the church and our youth group and may involve them going onto galleries on our website for visitors to see or appearing on posters or "the big screen". More details of the use of photos, videos, etc. is located on the back of this letter.

We will do our best to make sure parents are informed and aware of what their student is doing as well as what is available for them to do. We value the support of parents as you have the greatest input into your child's life. If at any time, you or your student are feeling disconnected from our group, please contact me so we can discuss things further and make sure we do our best to stay on the same page.

If you could kindly fill in the form attached to this letter and return it as soon as possible it would be a great help. Please contact me with any questions or concerns.

Thank You,



**Philip Kepple**  
**Youth Coordinator**  
**Auburn Alliance Church**



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### **Uses of Media & Communication Details**

**Text Messages** - The use of text messages will generally be used to send out group text reminders for particular events, other texts may be sent as replies to texts from your son/daughter or to find out information about group-related events.

**E-mail** - The use of E-mails will be generally used to advertise certain events, it may also be used to arrange meetings or find out information regarding interests to a particular event. Most e-mails will also be sent to an adult, if an address is supplied, so that appropriate use of e-mail is maintained and monitored.

**Facebook/Messenger** - The use of Facebook is only with you and your son/daughters permission, all conversations will be logged and will not be used after 10pm at night. The youth group has a separate FB account which is exclusively for church use. You have to be given permission by the account administrator to access this group.

**Photographs & Video** - At various events we may take photos or video which will be used for church displays, leaflets and on the website.

**Website** – We are currently working on updating the youth page at auburnalliance.com. Keep checking for updates as we will be redirecting to this method as our main source of communication once we have this in place. Over the next few months we will send out a reminder to parents as it is our intent to direct most of the interaction through the website once updates can be made.

Parents Initials \_\_\_\_\_  
(I have read and discussed this letter with my student.)

