

**LEAD with GUITARS in STEM**  
**Guitar Building Institutes**  
**Instructions for Completing Required Consent Forms**

This video will demonstrate instructions for filling out the consent forms associated with the STEM Guitar Building Institutes. Leaders of the Guitar Building Institutes will administer consent forms to Teacher Participants during the classroom portion of each particular Institute. Later, these same Teacher Participants will administer a different version of the consent forms to their own Guitar Building students.

Let's begin with instructions for Institute Leaders administering forms to Teacher Participants.

Instructions to Institute Leaders Who Are Administering Consent Forms

1. The Institute Leader must check that the approved date range on the upper right hand corner of the Teacher Consent Form is valid **(according to the approved date of the University of Cincinnati Institutional Review Board)**.
2. Project Consent Forms are available for download at <http://www.guitarbuilding.org/consent-forms/>
3. Please print the name of the Institute Leader on the Personnel Requesting Consent line. The Institute Leader will then sign and date the Consent Forms on the Personnel Signature line before distributing the form to the Teacher Participants.
4. The Institute Leader will collect the completed Teacher Consent Forms and place them in an envelope, which must then be mailed to the Project PI, Tom Singer, at Sinclair Community College in Dayton OH.

Instructions to Teacher Participants Signing Consent Forms

1. Teacher Participants must be sure to carefully read the consent form before signing and make sure that the form has been pre-signed by the Institute Leader as the Personnel Requesting Consent. Please alert the Institute Leader if the form has not been pre-signed.
2. Teacher Participants will print their name on the Teacher's Name line, then sign on the Teacher's Signature line and date the document.
3. Be sure that your consent form is returned to the Institute Leader and placed in the envelope provided.

The next set of Instructions is directed to Teachers Requesting Student Consent, Student Assent, and Parent Consent Forms During the School Year

Before distributing any consent forms, please make sure that the approval dates on the forms are valid.

Valid updated project consent forms are available for download at:  
<http://www.guitarbuilding.org/consent-forms/>

**(On the top right hand portion of the form, there is a marked date: “Do not Use After: 10/22/2016”. This is the end of these forms’ validity date.)**

**(Please note: If you anticipate that you are implementing STEM Guitar Building after 10/ 22/2016, access the [guitarbuilding.org](http://guitarbuilding.org) website for updated consent forms with the NEW validity date. These new forms will likely be uploaded on the website about mid-October 2016.)**

For students under 18 years of age, use both the Parent’s Consent Form and the Student’s Assent Form

1. On the Personnel Requesting Consent line of each form, print your name as the Teacher, then sign and date the form.
2. Provide envelopes where the Parent’s Consent Forms and Student’s Assent Forms will be collected and saved.
3. Make sure you, as the Teacher, have collected a completed, signed Parents’ Consent Form in advance before administering the corresponding Students’ Assent Form to be signed by the student.

If Parent’s Consent Forms are being requested in person (such as during a parent meeting),

1. Distribute the Parent’s Consent Forms to the parents and read the form aloud to them.
2. Allow time for questions and clarifications.
3. Make sure that the parents print their names, sign, and date the Parent’s Consent Forms.
4. Parents must also print the child’s name and school on the appropriate lines of the Parent’s Consent form.
5. Call attention to the envelope provided and have parents place their completed forms into the envelope.

If Parent’s Consent Forms are being sent home from school together with other school documents,

6. Make sure to attach a detailed instruction page for parents about where to print their names, sign, and date, as well as how to return the signed consent forms to school.
7. Insert all signed Parent’s Consent Forms in the designated envelope.
8. Retain the envelopes of forms with your school until the project ends.
9. Send the envelope of all Parent’s Consent Forms to the project PI, Tom Singer, at Sinclair Community College in Dayton OH

For students under 18 years of age, Teachers must also administer the Student's Assent Form

1. On the PRINT Teacher's Name line, please print your name, as the Teacher, and the Student's School Name.
2. On the Personnel Requesting Consent line, please print your name, sign, and date the form.
3. Provide an envelope where students will insert their Assent Forms.
4. Distribute the Assent Forms to the students and read the form aloud to the students.
5. Allow time for questions and clarifications.
6. Remind students to print their names, sign, and date the Assent Forms.
7. Call attention to the envelope you provided and let students insert their forms in this envelope.
8. Retain the envelope of forms with your school until the project ends.
9. Send the envelope of all Assent Forms to the project PI, Tom Singer, at Sinclair Community College in Dayton OH.

For Students 18 years of age and older, use the Student's Consent Forms

1. On the PRINT Teacher's Name line, print your name
2. On the PRINT Student's School Name line, print the name of the student's school
3. On page 2, on the "Personnel Requesting Consent" line, please print your name, sign, and date the form.
4. Provide an envelope where students will insert their Consent Forms.
5. Give instructions to students as you distribute the Consent Forms, if needed read the Consent Forms aloud to the students.
6. Remind students to print their names, sign, and date the Consent Forms.
7. Call attention to the envelope you provided and let students insert their forms in this envelope.
8. Retain this envelope of forms with your school until the project ends.
9. Send the envelope of all Consent Forms to the project PI, Tom Singer, at Sinclair Community College in Dayton OH.

Finally, we have instructions for the STEM Guitar Project Video/Photo Release Form

1. The Video/Photo Release Form is a STEM Guitar Project form.
  - a. All Institute Leaders must have a completed, signed, dated Video/Photo Release form from every Teacher Participant.
  - b. Teachers implementing STEM Guitar Building must have ALL Stakeholders (most especially STUDENTS) complete and sign this form. Ensure that they are duly signed.

This concludes the STEM Guitar Building Institute instructional video for proper completion of associated required consent forms.

Further questions may be directed to your Institute Leader.