

# Outside Guest Request Form

## Prom

### Section 1: Guests Enrolled in High School

1. The guest must be a registered high school student in 11<sup>th</sup> – 12<sup>th</sup> grade and in good academic and social standing.
2. The Blackhawk student must submit the following within the timeframe set by the event sponsor:
  - **Guest Request Form**
  - **A copy of the guest's photo identification** (driver's license or school ID)
3. Request will be considered using the recommendation of the guest's current school, with a final determination made by the event sponsor and the administration.
4. Fill out **Section 1 & Section 3** information on the following page.

### Section 2: Guests that are Blackhawk Graduates

1. The guest must be a Blackhawk graduate and under 21 years of age at the time of the event.
2. The Blackhawk student must submit the following within the timeframe set by the event sponsor. More information about the state required clearances may be found at <https://www.bsd.k12.pa.us/DanceClearances.aspx>.
  - **Guest Request Form**
  - **A copy of the guest's photo identification**
  - **A copy of the PA State Police Criminal History Report**
  - **A copy of the Child Abuse History Report**
3. Request will be approved or denied based on the results of the Criminal History Report, Child Abuse Report, and the guest's discipline record while enrolled at Blackhawk High School, with a final determination made by the event sponsor and the administration.

Please bring this completed form, a photocopy of your guest's ID, and both required clearances at the time you wish to purchase tickets. (Please listen to the announcements and check Schoology for details about when tickets will be sold.) **No tickets will be sold without the required forms, ID, and/or clearances. The last day for in-person ticket sales will be Friday, April 26<sup>th</sup>. NO OUTSIDE GUEST TICKETS WILL BE SOLD AFTER 8 AM ON FRIDAY, April 26<sup>th</sup>.**

### Rules of the Prom:

1. All tickets are non-transferable.
2. Prom is a formal event. Appropriate attire must be worn. Items such as jeans, sneakers, clothes that are dirty or contain holes, etc. are not permitted. All infractions will be up to the discretion of the sponsor and administration. Recommended attire for ladies is a formal dress. Recommended attire for gentlemen is a tuxedo or suit and tie.
3. All participants must stay for the duration of the event. Any participant that needs to leave early must have a parent or legal guardian sign them out at the event.
4. Upon arrival, participants must check in. Participants must present ticket # and guest photo ID (if applicable).
5. Parents or legal guardians of participants who do not check-in will be notified.
6. Any participant who damages school or venue property, decorations, DJ equipment, etc. will be responsible for the cost of repairing or replacing the item.
7. All professional pictures will be sold separately.
8. All rules and procedures of the Blackhawk Student Handbook will be enforced. Disciplinary actions may result from infractions.

**Section 1: Outside Guest/High School Student Information**

Name: \_\_\_\_\_ High School: \_\_\_\_\_

Age (at time of event): \_\_\_\_\_ Grade (circle one): 11 12

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**The above-named person is/was a student in good standing with my school.**

Principal's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach the following: ☐ Guest Request Form ☐ Photo ID copy*I have read, understand, and agree to abide by the rules and regulations of attendance at the Blackhawk High School Prom.*Guest Signature **(required)** \_\_\_\_\_**Section 2: Blackhawk Graduate Information**

Name: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Age (at time of event): \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please attach the following:

☐ Guest Request Form☐ Photo ID copy☐ PA State Police Criminal History Report☐ Child Abuse History Report*I have read, understand, and agree to abide by the rules and regulations of attendance at the Blackhawk High School Prom.*Guest Signature **(required)** \_\_\_\_\_**Section 3: Blackhawk Student & Parent Agreement (Must be Signed by all Blackhawk Students & Parents)***I understand that by submitting this request I am taking full responsibility of my own behavior as well as the behavior of my guest. Furthermore, I understand that I may be subject to disciplinary action if the above information is inaccurate or counterfeit.*

Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_