



# Collingwood Collegiate Institute

6 Cameron Street, Collingwood, ON L9Y 2J2

Tel: (705)445-3161 Fax: (705)444-9270

Peter Stone, PRINCIPAL

Debra Jago, Vice Principal

Mark Ruzyllo, Vice Principal

**RE: CCI Prom  
Friday, May 29<sup>th</sup>, 2015  
Craigleith Ski Club  
164 Craigleith Road,  
Town of the Blue Mountains, ON  
5:30 p.m. to 10:00 p.m.**

## Guest information form

Dear Guest,

School events are intended to be memorable experiences for our students and guest. In order to help ensure a safe evening for all those attending the CCI Prom, we are asking guests outside of school to complete the guest information and reference forms prior to purchasing a ticket.

As a guest, I \_\_\_\_\_ am aware that:  
(print guest's name here)

- ❖ The Collingwood Collegiate Institute Code of Conduct will be in effect during the evening. This is available on the school's website <http://cci.scdsb.on.ca> and I have had a chance to read it.
- ❖ The Collingwood Collegiate Institute student is also responsible for behaviour of their guest.
- ❖ Guests who violate the Code of Conduct will not be permitted to the Prom and/or will be sent home.
- ❖ There is a ZERO TOLERANCE policy for drugs and alcohol. School staff has the right to refuse admittance. If the guest appears to be under the influence (as per staff/police discretion), he/she will not be admitted. A refunds will not be issued.
- ❖ Another adult emergency contact who is not attending the event must be available.
- ❖ Emergency contacts may be require to pick up their guest.
- ❖ The ticket price is non-refundable.
- ❖ A ticket can be purchased by the CCI student once all of the forms are completed and signed.
- ❖ Tickets are non-transferable.
- ❖ Tickets will not be sold after Friday, May 1<sup>st</sup>, 2015.

\_\_\_\_\_  
Signature of Guest

\_\_\_\_\_  
Signature of Emergency Contact

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*Please note that both sides must be completed.*



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Dear School Administrator,

\_\_\_\_\_, a student at Collingwood Collegiate Institute, has expressed an interest in having \_\_\_\_\_ (guest's name) attend the Collingwood Collegiate prom at Craighleith Ski Club on Friday, May 29, 2015 as his/her guest.

In order to assist us with supervision of the event, guests who are not enrolled in our school will required a positive character reference from their current or most recent school's administration (Principal or Vice Principal) prior to tickets being purchased. Please note that by signing and submitting this form, the guest is indicating acknowledgement that administration from Collingwood Collegiate may contact his/her school to verify any information on this form.

## To be completed by Guest

CCI student's name:
CCI Student's guest's name:
Guest's Emergency contact name for Friday, May 29 <sup>th</sup> , 2015:
What is the emergency contact's relationship to the Guest? Circle one: Parent    Guardian    Other: _____ <small>(must be an adult who is not attending the event)</small>
Emergency contact's home phone number: (    )
Emergency contact's alternate phone number: (    )
Guest's Current/Most recent School:
School Administrator's name for that school: (please print)

To be completed by the Guest's School Administrator:

- I recommend that the above named student be allowed to attend CCI's prom.
- Please call me for more information regarding this student.

Signature of Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

*Without this completed form CCI students will not be able to purchase tickets for their guests.  
All guests must enter the prom with the Collingwood Collegiate student they are accompanying.*