

Editable Form Instructions

Electronic:

This form is an Editable PDF and the required fields on the form can be filled in directly by just typing, using the Latest Version of Adobe Acrobat Reader. Also, with the Latest Version of Adobe Acrobat Reader, you can sign the form electronically saving you time. You then could Email the entire form to MLEDP for convenience.

For Desktops and Laptops: Click:  or go to: <https://get.adobe.com/reader>

This form is most easily filled out on a desktop or laptop computer, but you can also use a mobile device, such as a smart phone or tablet, but you **MUST** install the **Mobile Version** of Adobe Acrobat Reader on your iOS, Android, or Windows device. **Go to your App Store to get the Mobile Version of Adobe Acrobat Reader.**

Mobile Note: Use the Pencil tool to sign with your finger, not the Sign tool

NOTE - AND THIS IS A BIGGIE

In Adobe Acrobat Reader, once you use the Fill & Sign Tool > Sign, and place a signature on the document, and then SAVE the document, you CAN NOT ALTER the form or add anything. Saving the form with a signature on it, locks the form. This is a security function of Adobe Acrobat Reader.

Saving the document with an electronic signature is the key function.

Once you Save a form with an Electronic Signature on it (using the Fill & Sign Tool > Sign) it is LOCKED FOREVER

Although you can add signatures after it has been saved, such as a Parent or Guardian Signature

If you fill in all the forms electronically and sign electronically, email all 8 forms to: Kids@MLEDP.org

If You Choose to Print – Print Each Form including the Checklist:

You can also fill in the form electronically then print the form and sign in each location by hand. You would then have to Mail the Entire Form to MLEDP.

Mail all 8 forms (including the checklists) to: MLEDP
250 Mt. Lebanon Blvd., Suite 414
Pittsburgh, PA 15234

Form Table of Contents

Listed here are the forms you need to complete and/or have completed, and return to MLEDP

- 1 - CIT Application Form
- 2 - CIT Calendar of Availability Form
- 3 - CIT Media Release Form
- 4 - CIT Parent Consent & Emergency Contact Form
- 5 - CIT Responsibility Form
- 6 - CIT Child Health Report Form
- 7 – CIT Reference Letter
- 8 – CIT Forms Checklist

CIT Calendar of Availability

Name: _____

Address: _____

Phone: _____

E-mail: _____

List the hours of the days (Time of Day) you are available, Every Day-Every Week

FILL IN EVERY BOX. Use the letter "N" if you are not available.

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Full Week
	June 25 First Day of SF ↓					
June 25 - 29						
July 2 – 6			Closed			
July 9 – 13						
July 16 – 20						
July 23 - 27						
July 30 - Aug 3						
Aug 6 - 10						
Aug 13 - 17						
Aug 20 - 24		Not Available	Not Available	Not Available	Not Available	
	↑ Aug 20 Last Day of SF					

Hours of Operation: 7:00am - 6:30pm

CITs will work either in the mornings or afternoons with children in kindergarten through fifth grade at the summer centers.