

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 Responsibilities Form

Name: _____

Address: _____

Phone: _____ E-mail: _____

Age: _____ Grade: _____ School Attending: _____

I (CIT Youth's Name) _____ understand that I have responsibilities to live up to and guidelines to follow. Some of those responsibilities and guidelines are as follows:

- I must participate and assist in:
 - snack preparation and clean-up
 - play with the children in large and small groups
 - play with children in one on one situations
- I must participate in various projects: planned and spontaneous
- Share personal age appropriate interests and skills with the children
- Keep track of sports equipment and supplies
- Aid in clean-up and center maintenance
- Call assigned site to notify of absence
- I must not leave the area with a child by myself but remain on the grounds, always with a staff member present
- I may not use physical force or intimidation in any way
- I do not have the authority to discipline or make policy decisions, but I should make the staff aware of any problems that arise
- I must keep an accurate time sheet that is approved and signed by a MLEDP staff member to get credit for time served

Both Parent/Legal Guardian and CIT Youth Must Sign:

CIT Youth Signature: _____

Date: _____

Parent/Legal Guardian Signature: _____

Date: _____