



YOUTH ENTREPRENEUR ACADEMY (Y.E.A.)

PARENT / STUDENT REGISTRATION PACKET

Enrollment, permissions, safety information, and family agreements

FROM IDEA TO INCOME

Grades 6-12

Welcome to the Academy

Thank you for your interest in the Youth Entrepreneur Academy (Y.E.A.). This 12-week program gives youth in grades 6-12 hands-on experience in entrepreneurship, financial literacy, branding, marketing, customer service, business planning, and public speaking.

Program Goal

Every student will develop a business concept, build a simple business plan, practice a professional pitch, and prepare for the Youth CEO Business Expo & Pitch Competition.

Registration Checklist

- ☐ Completed Student Information Form
- ☐ Parent/Guardian Information
- ☐ Emergency Contacts
- ☐ Health/Allergy and Support Information
- ☐ Authorized Pickup Information
- ☐ Photo/Media and Technology Permissions
- ☐ Code of Conduct Agreement
- ☐ Attendance/Payment Policy Acknowledgment
- ☐ Parent/Guardian and Student Signatures

Program Information

Cohort / Session

Class Day / Time

Tuition

Start Date

Location

Deposit

Program administrators should complete the cohort information before distributing this packet.

1. Student Information

Student Full Legal Name

Preferred Name

Date of Birth

Current Age

Grade

6 [] 7 [] 8 [] 9 [] 10 [] 11 [] 12 []

School

Student Cell Phone (if applicable)

Student Email (if applicable)

Home Address

City

State / ZIP

Student Interests & Goals

Student Interest

What hobbies, talents, skills, or activities does the student enjoy?

Business Interest

Does the student already have a business idea or small business? If yes, describe it.

What We Hope to Learn

What would the student most like to learn during the Academy?

2. Parent / Guardian & Emergency Contacts

Primary Parent / Guardian

Name

Relationship to Student

Primary Phone

Alternate Phone

Email

Preferred Contact

Call ☐ Text ☐ Email ☐

Home Address (if different from student)

Secondary Parent / Guardian

Name

Relationship to Student

Primary Phone

Email

Emergency Contact - Other Than Parent/Guardian

Name

Relationship

Primary Phone

Alternate Phone

Emergency Communication

Parents/guardians are responsible for keeping phone numbers, emergency contacts, pickup permissions, and health information current throughout the program.

3. Health, Allergy & Student Support Information

This information helps staff respond appropriately during Academy activities. Share only information relevant to the student's safe participation.

Allergies (food, medication, environmental)

Current medications the program should be aware of

Medical conditions or emergency considerations relevant to participation

Dietary restrictions

Learning / Accessibility Support

List any accommodations, learning supports, behavioral strategies, communication needs, or other information that would help the student participate successfully.

Emergency Care Authorization

If I cannot be reached during an emergency, I authorize program staff to contact emergency services and to provide first responders with the information supplied in this packet. I understand that program staff are not a substitute for medical professionals and that I remain responsible for medical expenses incurred for my child.

I agree: Yes [] No []

Parent/Guardian Signature

Date

If your organization uses a separate medical authorization or insurer-required waiver, attach it to this packet.

4. Authorized Pickup & Transportation

Students will be released only according to the Academy's pickup procedures. Parents/guardians should list every person authorized to pick up the student.

Authorized Person	Relationship	Phone	May Pick Up?
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐

Student Release Options

- ☐ My student must be picked up by an authorized adult.
- ☐ My high-school student may leave independently after class with written parent/guardian permission.
- ☐ Transportation for field trips or off-site activities requires a separate event notice/permission when applicable.

Special pickup instructions

 Parent/Guardian Signature

 Date

5. Photo, Video, Media & Technology Permissions

Photo / Video Release

The Academy may photograph or record program activities for educational documentation, sponsor reporting, program promotion, social media, websites, printed materials, or future recruitment. Student names will not be paired with sensitive personal information.

☐ I GIVE permission for my student to be photographed/recorded for the purposes above.

☐ I DO NOT give permission for my student's identifiable image/video to be used publicly.

Technology & Internet

Students may use supervised internet access, presentation tools, design software, and age-appropriate online resources to research businesses and create projects. Students must follow staff directions and may not access inappropriate content, harass others, or share private information.

☐ I give permission for supervised technology/internet use during Academy activities.

☐ I understand that public social-media account creation is not required for participation. Any student business social-media account should be created and supervised by the parent/guardian when appropriate.

Student Work Showcase

☐ The Academy may display my student's business name, logo, pitch, poster, or project at Academy events.

☐ Contact information belonging to the student will not be published without separate parent/guardian approval.

Parent/Guardian Signature

Date

6. Student Code of Conduct

The Youth Entrepreneur Academy is a professional learning environment. Students are expected to act like developing leaders and business owners.

Student Expectations

- ☐ Attend consistently and arrive on time.
- ☐ Treat students, staff, guests, and volunteers with respect.
- ☐ Participate in lessons, activities, and team projects.
- ☐ Use appropriate language and professional behavior.
- ☐ Respect the ideas, property, businesses, and creative work of others.
- ☐ Follow safety rules and staff directions.
- ☐ Use technology responsibly.
- ☐ Do not bully, threaten, fight, harass, discriminate, or intentionally disrupt the program.
- ☐ Do not bring prohibited, dangerous, or illegal items to Academy activities.
- ☐ Represent the Academy positively during field trips and public events.

Behavior Response

Depending on the situation, staff may use redirection, a student conference, parent/guardian contact, a behavior plan, temporary removal from an activity, or dismissal from the program. Serious safety concerns may require immediate parent pickup or other appropriate action.

Student Commitment: I understand these expectations and agree to do my part to create a safe, respectful, and professional Academy environment.

Student Signature

Date

Parent/Guardian Signature

Date

7. Attendance, Tuition & Refund Policy

Attendance

- Students should attend all 12 sessions whenever possible.
- Parents/guardians should notify the Academy when a student will be absent or late.
- Students may be asked to complete missed business-building work before the next session.
- Repeated unexcused absences may affect eligibility for the final Expo, awards, or completion certificate.

Tuition / Payment

Total Tuition

Balance Due Date

Registration Deposit

Scholarship Amount (if any)

Recommended Refund Language - Customize Before Use

Sample Policy

Registration deposits may be designated non-refundable because they reserve a seat and support advance program costs. Any additional refund schedule should be stated in writing before registration and applied consistently. Scholarships generally have no cash value to the participant.

Academy-specific refund / withdrawal policy

I have reviewed the attendance and payment expectations: Yes []

Parent/Guardian Signature

Date

8. Business Expo, Sales & Money Handling Permission

The final Youth CEO Business Expo may allow students to display products, demonstrate services, take pre-orders, or make approved sales. Participation rules should be announced before the Expo.

Parent/Guardian Permissions

- ☐ My student may participate in the Youth CEO Business Expo.
- ☐ My student may display an approved business concept, product, or service.
- ☐ My student may conduct approved sales or take approved orders during the Expo.
- ☐ I understand that prohibited, unsafe, age-restricted, unlawful, or otherwise inappropriate products/services may not be sold or promoted.
- ☐ I understand that the student/family is responsible for tracking student sales, costs, inventory, and money unless the Academy states otherwise in writing.

Food / Beauty / Service Businesses

Students proposing food, cosmetic, personal-care, childcare, transportation, financial, health-related, or other regulated services/products may be limited to a demonstration, mock business, or pre-approved activity unless all required adult supervision, permits, insurance, and program rules are satisfied.

Business idea / product planned for Expo (if known)

 Parent/Guardian Signature

 Date

 Student Signature

 Date

9. Parent / Guardian Program Agreement

I Understand and Agree That

- ☐ I will provide accurate registration and emergency information and update it when needed.
- ☐ I will follow check-in, pickup, attendance, payment, and communication procedures.
- ☐ I will support my student in completing reasonable Academy assignments and preparing for the final Expo.
- ☐ I understand that the Academy teaches business and financial concepts for educational purposes and does not guarantee that a student business will earn money.
- ☐ I understand that examples involving taxes, legal structures, credit, banking, insurance, or permits are educational and families should use qualified professionals for advice specific to an actual business.
- ☐ I will communicate concerns promptly and respectfully with Academy leadership.

Anything Else We Should Know

Share any additional information that may help us support your student.

Parent/Guardian Printed Name

Parent/Guardian Signature

Student Printed Name

Student Signature

Date

Date

10. Office Use & Final Registration Checklist

Date Packet Received

Deposit Received

Yes ☐ No ☐ Waived ☐

Cohort

Received By

Balance Status

Paid ☐ Due ☐ Scholarship ☐

Student ID / Roster #

Packet Review

- ☐ Student information complete
- ☐ Parent/guardian contacts complete
- ☐ Emergency contact complete
- ☐ Health/allergy/support information reviewed
- ☐ Authorized pickup completed
- ☐ Media/technology permissions selected
- ☐ Code of conduct signed
- ☐ Attendance/payment acknowledgment signed
- ☐ Expo permission signed
- ☐ Parent/student agreement signed

Administrator Notes

Notes

Use this space for registration follow-up, accommodations, payment notes, or other administrative details.

Template Notice

This packet is a customizable program template, not legal advice. Before launch, have your organization's attorney, insurer, venue, and program leadership review waivers, emergency procedures, transportation rules, media releases, refund language, and youth-safety requirements that apply to your activities.