



Read the following statement to participants prior to their completing of the **Participant Information Form**.

- This workshop is made possible by grants from the U.S. Administration on Community Living (ACL) and other funding agencies/sources.
- Prior to the workshop, we will give you a Participant Information Form to complete.
- Before we can share your information with ACL and its database contractor, the National Council on Aging, and other funding agencies/sources we want to explain how your information will be used and protected.
 - » We use it to learn who is being reached by this Program, and to improve our services.
 - » It helps show funding agencies that funds are being spent wisely.
- Completing the Participant Information Form is entirely voluntary. If you decide not to complete the Form you can still participate in this program.
- At the top of the Participant Information Form, we ask for your initials and a number. The number you enter on the form should be the same number on the attendance sheet that appears before your initials. We will use this to match your information to an Attendance Log to track how many times you attend class.
- If you agree, please take time now to complete the Participant Information Form. The Form asks you to provide information such as your birth date, zip code, and gender. You may skip any question(s) you do not want to answer. While completing the Form, you may ask us to explain any questions you find confusing.
- We follow very strict rules to protect all of your information and to keep it private. We will maintain these paper forms securely following careful practices for protecting private data.