

Sandy Spring Museum Transcribe-a-thon Permission Form

Sandy Spring Museum is hosting a transcribe-a-thon on June 23rd, from 3:00pm to 7:00pm. Participants can join and work on transcribing historical documents during this timeframe on a Zoom call. Students who wish to earn SSL hours by participating in this event must have a parent or guardian sign this form and submit it to the opportunity.

Participating in this event will require the creation of an account on the website fromthepage.com/ssm-archives and also joining a Zoom call. The documents that are being transcribed are often in cursive and can be difficult to read, so the ability to read cursive is also needed. Students can earn up to 4 hours during the transcribe-a-thon.

Please note the following guidelines for student service through live virtual platforms:

- A student's parent/guardian must provide the nonprofit with written approval of the student's participation in the virtual platform prior to the student serving/volunteering.
- Students must use personal/private accounts (not MCPS student accounts) to engage in the virtual platform.
- Students will only engage with others under the direct supervision of a nonprofit supervisor. The nonprofit supervisor will be directly present in the virtual space (including any breakout sessions) at all times.
- The nonprofit supervisor will initiate and host all virtual sessions. If the nonprofit supervisor is not available to initiate and host the virtual session, the session will not occur.
- Virtual sessions will not be recorded.
- Students should not share or upload any videos, pictures, or images of themselves, unless the nonprofit organization has obtained a signed form/waiver from the student's parent/guardian authorizing permission/release.
- Students' email addresses/home addresses or any personally identifying information will remain protected and not shared.



I understand these guidelines and I will give permission for _____ (Name of Student) of _____ (School Name) _____ (Grade) to participate in the Transcribe-a-thon held on June 23rd, 2021 by Sandy Spring Museum.

Parent/Guardian name:

Parent/Guardian email address:

