



Leader's Welcome Script

Please read the following to participants before they fill out the participant information form:

- This workshop is made possible by [*a grant from the U.S. Administration on Community Living (ACL) and/or support from X funding agencies/ sponsors*].
- We hope that you will be willing to share information about yourself on the participant information form.
- This information is very valuable to us. We use it to learn who is taking the program and to improve our services. It also helps our funders show that they are spending their money wisely.
- Before you fill out the form, we want to explain how we will protect your information.
- At the top, we ask for your initials. We only use these to match your information to an Attendance Log. This helps us to track how many times you attend a class. **Please do not write your name on this form.**
- Any information you choose to share (minus your initials) will be entered into secure state and national databases. We will combine your information with information from other participants, and will only use combined information. We will not link this information to your name or initials.
- We will follow very strict rules to protect your information and to keep it private. We will maintain these paper forms securely. After a trained person enters your information into a secure computer, we will destroy the paper forms.
- You do not have to complete the form. You may skip any questions that you do not want to answer. If you decide not to complete the form, you can still take this workshop.
- While filling out the form, please ask us to explain any questions that you find confusing.
- **Thank you again for taking a few minutes to complete this important participant information form.**