



Tualatin Hills Park & Recreation District
 Attn: Athletic Center
 15707 SW Walker Rd. Beaverton, OR 97006
 Email: inclusion@thprd.org • Phone: 503-629-6330

Non-THPRD Personal Aid/Caregiver Notification

The Tualatin Hills Park & Recreation District requests to be informed when a non-THPRD personal aid will be attending a program with a patron. We require a background check to be completed every 12 months for all non-THPRD personnel who are 18 years or older and will be attending THPRD programs with minors, older adults, or other vulnerable individuals.

Date: _____
 Patron Name: _____ THPRD #: _____
 Parent/Guardian Name: _____ Relation to Participant: _____
 Day Phone: _____ Cell Phone: _____ Email: _____
 Preferred Language of Communication: English Spanish Other: _____

Please list any accommodations the patron may be bringing with the aide (i.e. equipment, service dog):

Personal Aid Name: _____ Agency (if applicable): _____
 Day Phone: _____ Cell Phone: _____ Email: _____
 List certifications and/or qualifications: _____
Has personal aid completed THPRD’s background check within the last year? Yes No

Individuals with disabilities who wish to provide their own personal assistant during THPRD programs need to inform THPRD two (2) weeks prior to the start date of ANY program to ensure enough time for a background check to process and to ensure program is able to make adjustments for an additional person in program.

Name of Class/Activity	Class Number (Starts with 2 Letters)	Location	Date(s)	Time(s)

Please use additional sheets if needed

- **RE-APPLICATION REMINDER:** Form must be completed & updated each term (quarter) to keep information current & to ensure adjustment can be made for personal aid in the program
- **PATRON/GUARDIAN RESPONSIBILITY:** Parents/Guardians are responsible to inform THPRD when a new personal aide will be attending program. A THPRD background check needs to have been completed within the last year from the start date of the program

Patron/Parent Signature: _____ Date: _____

Please email completed form to inclusion@thprd.org or drop off at Athletic Center

