



Children's Online Privacy Protection Act (COPPA) Privacy Notice

Children's Online Privacy Protection Act (COPPA) requires that we gain verifiable consent for your child to participate in a Bow Seat-sponsored program. We are asking for your permission to retain your child's information (name, email, hometown, grade level, and school) and adult sponsor's (teacher, parent/guardian) name and email in order to track student participation, accept student submissions, notify winners, and distribute awards. If you consent, we may use your child's name, grade, and hometown (city, state (if USA) and/or city, country) in program-related outreach.

Dear Parent or Guardian,

Your child is participating in a program hosted by Bow Seat: Creative Action For Conservation ("Bow Seat"), an educational nonprofit. Bow Seat's mission is to engage youth in environmental conservation and advocacy through the creative arts.

To participate, your child must provide his/her personal information (first and last name, email, grade level, hometown, and school); his/her project; and an adult sponsor's first and last name and email. Since your child is under the age of 13, the information collected will be kept confidential in compliance with the Children's Online Privacy Protection Act (COPPA).

Bow Seat is the sole owner of all of the information that is collected.

- The personal information provided by the child is used to track program participation, accept student projects, notify program winners, and distribute awards.
- Only with parent/guardian consent, the child's name, grade, and hometown (city, state (if USA) and/or city, country) may be used to promote the program. This includes, but is not limited to, outreach via social media, websites, organizational literature, and at events.
- Bow Seat will not require a child to disclose more information than is reasonably necessary to participate in the program.
- No information will be disclosed to third parties.
- The parent can review the child's personal information, ask to have it deleted, and refuse to allow any further collection or use of the child's information.

Please complete the attached Parent/Guardian Consent Form. If you have any inquiries or concerns regarding Bow Seat's programming, please email info@bowseat.org.



Parent/Guardian Consent Form

I, _____, the parent or legal guardian of _____,
(PRINT PARENT/GUARDIAN NAME) (PRINT CHILD'S NAME)

have reviewed Bow Seat's COPPA Privacy Notice. By signing below, I authorize my child to provide personal information for and to participate in a Bow Seat program.

By checking the "Yes" box below, I acknowledge that my child's name, grade, and hometown (city, state (if USA) and/or city, country) may be used to promote Bow Seat's programs.

- ☐ **Yes**, my child's first and last name, grade, and hometown (city, state (if USA) and/or city, country) may be used to promote Bow Seat's programs.
- ☐ **No**, my child's first and last name, grade, and hometown (city, state (if USA) and/or city, country) may not be used to promote Bow Seat's programs.

I also understand that it is important to provide accurate information on this consent form so that Bow Seat: Creative Action for Conservation may contact me.

Parent/Guardian Signature:

Date:

Parent/Guardian Email Address:

Parent/Guardian Phone Number:

Please email this signed form to info@bowseat.org or upload it with your student's submission on Bow Seat's online submission platform.