

New Family Scheduling and Registration Packet 2024-2025

Table of Contents

ACTS Calendar 2024-2025	3
Registration Form	
-	
Enrollment Contract	
Release of Liability Agreement	8
COVID Waiver	10
Class Registration Exception Request	11
New Family Introduction Form	12
Background Check Information Form	13

ACTS Calendar 2024-2025

2024 Fall Semester

August 26 (Mandatory Orientation 1-3PM)

- 1. September 9 (First Day of ACTS)
- 2. September 16
- 3. September 23
- 4. September 30 (Tuition Due)
- 5. October 7
- 6. October 14
- 7. October 21
- 8. October 28 (Tuition Due)
- 9. November 4 (Fire Drill)
- 10. November 11
- 11. November 18(Tuition Due)

 November 25 (Thanksgiving Break)
- 12. December 2
- 13. December 9

December 16 (Christmas Break)

December 23 (Christmas Break)

December 30 (Christmas Break)

2025 Spring Semester

- 14. January 6 (Tuition Due)
- 15. January 13
- 16. January 20
- 17. January 27 (Tuition Due)
- 18. February 3
- 19. February 10
- 20. February 17 (Fire Drill)
- 21. February 24 (Tuition Due)
- 22. March 3
- 23. March 10
- 24. March 17
- 25. March 24 (Tuition Due)
- 26. March 31 (Tuition Due)
- 27. April 7
- 28. April 14

April 21 (Easter Break)

- 29. April 28 (Tuition Due)
- 30. May 5
- 31. May 12
- 32. May 19 (Last Day of ACTS)

2024 Fall Semester Events

Thurs., August 22 (Teacher Meeting 1-3PM) Fellowship Hall

Mon., August 26 (Mandatory Orientation 1-3) Sanctuary/Teachers Classrooms

Fri., September 13 (ACTS Picnic 6-8PM Pen Park)

Mon., October 7 and 21 (Picture Day)

Thurs., December 5 (Drama 6+ Practice 1-4 PM) Sanctuary/Room 209

NOTE: This is mandatory for Drama 6+

Fri., December 6 (Christmas Program 7PM) Sanctuary/Room 209

2025 Spring Semester Events

February / March (Needs Assessment)

February (Teacher Tea) Room 113

Thurs. May 8 (Drama 6+ Practice 1-4 PM) Sanctuary/Room 209 **NOTE: This** is mandatory for Drama 6+

Fri., May 9 (Dramatic ACTS 7:00 PM) Sanctuary/Room 209

Mon., May 12 (Year End Event 7PM) Sanctuary/Room 209

New Family Pre-Registration Checklist

	Read the <i>Family Handbook</i> accessible/downloadable from the ACTS website. Pay close attention to the philosophy and policies sections.
	Carefully read the policy sections in the <i>Family Handbook</i> . Once they have been read and understood, bot parents and all students eight and older must sign the <i>ENROLLMENT CONTRACT</i> (page 9-10). Parents must also initial each paragraph.
	Fill out all the required information on the <i>REGISTRATION FORM</i> . An e-mail address is mandatory! Request membership to our ACTS Website! Using a computer, go to www.homeschool-life.com/3136/ and look in the upper RIGHT corner. Select "Join." Complete and process through the family questions. O Please select to enable text messages when you enter your phone numbers Be sure to enter all information carefully. Hit continue. We will approve your membership soon.
	Bring the following COMPLETED forms to registration:
-	ENROLLMENT CONTRACT complete with father's, mother's, and all students' signatures/initials RELEASE OF LIABILITY FORM complete with father's and mother's signatures COVID WAIVER REGISTRATION FORM BACKGROUND CHECK INFORMATION FORM for each parent (or grandparent) that will be performing service hours Your driver's license. If you are submitting a background check form for your spouse, please bring a photocopy of their driver's license as well The list of classes and periods that you would ideally want for your child(ren). A copy of this checklist NEW FAMILY INTRODUCTION FORM
	Bring a check for dues: \$175 per family made payable to ACTS (non-refundable and no cash please). Checks may take 30 days to process. If bank account changes are planned, make sure check has cleared.
	Bring several blank checks (no cash) to submit materials fees. You will make checks payable to each teacher for each student, for each class. Checks will not be deposited before July 15th. Materials fees are non-refundable after August 8.
	A check for \$16.00, payable to ACTS, for each background check you submit. These checks are non-refundable and will be deposited within a few days of registration.
	Mark the Mandatory Orientation Meeting (date on calendar page of this Registration packet) on your calendar. September tuition will be collected, and those who did not sign up in May for their required service hours will do so. One parent must attend and children are welcome. Students may begin classes if September's tuition has been paid, and if you have signed up for your required service hours.
	Mark tuition due dates (dates are on the calendar page of this Registration packet) on your calendar.
	Bring your calendar to sign up for service hour shifts.
	Do not bring tuition checks. Families who register May-August pay September's tuition at the Mandatory

Registration Form

Parents' Nan	nes				Registration Date
Currently En	rolled in A	CTS? Yes	No_		HSLDA Member: Yes No
Address					City/Zip
Home phone	2	C	ell		Dad's work phone
Emergency (Contact	(another ACTS	S member, if pos	ssible)	Emergency Contact Phone #
Email					(required, and update in Homeschool Life promptly if it changes)
I hereby author	orize ACTS	Inc. to cond	uct crimina	l backş	ground checks on the person(s) doing service hours.
Signature					Date:
Signature					Date:
*Only NEW	FAMILIE	S need to	complete t	the fol	llowing box. Please use the back if you need more room.
Student Name	Date of Birth	Age as of 11/1/24	Grade as of 9/1/24	Gender	Race *Pursuant to federal regulations, we collect responses to the questions below to meet record-keeping requirements. This information will NOT influence your participation in ACTS. Federal law prohibits unlawful discrimination on the basis of race, color, sex, age, national origin, religion, or disability.
					American Indian/Alaska Native Hispanic or Latino Asian or Asian American Native Hawaiian or Other Black or African American Pacific Islander White
					American Indian/Alaska Native Hispanic or Latino Asian or Asian American Native Hawaiian or Other Black or African American Pacific Islander White
					American Indian/Alaska Native Hispanic or Latino Asian or Asian American Native Hawaiian or Other Black or African American Pacific Islander White
					American Indian/Alaska Native Hispanic or Latino Asian or Asian American Native Hawaiian or Other Black or African American Pacific Islander White
Registrar U	Use Only:				
Dues Check # _ Materials Fees F Background Che	Paid	All Re	ew Family Ford Signatures on lease of Liabiit	Contra	Any age exceptions requested?

Enrollment Contract

Please initial each paragraph

We are enrolling our child(ren) in Albemarle Christian Teaching Support, Inc. ("ACTS") for the 2024-2025 co- op year. We understand our commitment is for the co-op year (SeptMay). We have not registered any of our children for classes for which they do not meet age requirements without prior Officer and Teacher approval.
We have read and understand the ACTS Statement of Faith and Statement on Marriage, Gender, Sexuality and Sanctity of Life and agree to respect these as the doctrinal beliefs upheld by the ACTS leadership and the teachers who hold classes at ACTS.
We understand that class offerings through ACTS are a supplement to our children. As home-schooling parents, we understand that it is our responsibility to issue credits and grades. Parents are responsible for maintaining all educational responsibility. Parents may ask for grades from their child's teachers, but the parents are ultimately responsible. ACTS and teachers who hold classes at ACTS assume no educational responsibility.
We have read and understand the ACTS Registration Policies and completed the Background Check Information Form.
We have read and understand the ACTS Tuition Policies . We agree to pay tuition in accordance with these policies. We understand that if we withdraw our children or they are dismissed from co-op, that we will be held responsible to pay the entire amount of tuition owed to our child(ren)'s teachers for the remainder of the year. We understand that while we are offered the opportunity to pay monthly, that tuition is a yearly obligation. Attached is a copy of each child's schedule in our family. We have circled and initialed the yearly tuition amount that we owe the teachers.
We understand that ACTS dues and background check fees are non-refundable.
We have read and understand the ACTS Service Requirement Policies. ACTS operates as a cooperation of families endeavoring to supplement the education of their children. ACTS is only as strong as its weakest link. ACTS is not a school, with tuition to cover facility management, administrative oversight, and safety. The hours of service performed by us (as members) are absolutely necessary to ACTS' existence and maintenance. We understand there will be a \$50 fee for any scheduled service shift for which we don't show. We understand that failure to fulfill our family's service hour obligation may result in loss of priority scheduling over newer families as well as termination of our ACTS membership.
We have read, understand, and agree to abide by the ACTS Supervision, Discipline, Conduct, and Dress Code Policies.
We understand that ACTS policies may be subject to changes throughout the year and that it is our responsibility to be aware of the posted policy revisions supplied through the Weekly Update . We understand that the Weekly Update is the primary means of communication from ACTS and agree that we are responsible for the information relayed.
We understand that field trips or activities outside of class are NOT sponsored by ACTS. Any activities outside of the ACTS Calendar year are voluntary arrangements between each family with the teacher.
We understand that we are responsible for our children at all times. We understand that we're fully responsible for informing the ACTS officers and teachers of any significant allergy in writing .
We have read, understand, and have signed the ACTS Release of Liability Form and COVID Waiver.
ACTS reserves the right to terminate our participation.

Enrollment Contract continued...

Father's Signature	Date
Mother's Signature	Date
We have read, understand, and agree to abide by to Code Guidelines and Policies. (Signature required for child	the ACTS Supervision, Discipline, Conduct, and Dress dren age eight and older.)
Student's Signature	Date
Student's Signature	——————————————————————————————————————

Release of Liability Agreement

In consideration of being permitted to participate in Albemarle Christian Teaching Support, Inc. activities, (please list all family members on these lines)

(hereinafter referred to as "Family") agree to the following:

1. Release, covenant not to sue, waive, and discharge, Albemarle Christian Teaching Support, Inc. ("ACTS") or First Baptist Church, their respective officers, directors, employees, board members, and volunteers, or other families participating in ACTS activities (hereinafter referred to as "Releasees") from all liability for any loss or damage and any claim or damage on account of any property damage or personal injury, illness, infection, or death of a Family member occurring during, caused by, arising out of, or relating to attendance or participation in any ACTS activities or any other activities in, on, or about the premises of First Baptist Church.

2. Family agrees to indemnify Releasees from any loss, liability, damage or cost Releasees may incur due to the presence of Family in, on, or about the premises of First Baptist Church. Family realizes transportation to and from ACTS or any time off campus is the Family responsibility.

- 3. Family assumes full responsibility for risk of bodily injury, illness, infection, death, or property damage while in, on, or about the premises of First Baptist Church and/or while working for any purpose, attending, or participating in the co-op activities or any other activities affiliated with ACTS.
- 4. Family acknowledges that attending or participating in ACTS activities or any other activities on the premises of First Baptist Church may result in Family being exposed to infectious diseases (including without limitation influenza and SARS-CoV-2), and Family voluntarily assumes the risks that Family may be exposed to or infected by infectious diseases while attending or participating in such activities and that such exposure or infection may result in personal injury, illness, permanent disability, and death, and Family has read and agrees to the Assumption of the Risk and Waiver of Liability Relating to COVID-19 (SARS-CoV-2 / Coronavirus), which is incorporated herein by this reference.
- 5. Family expressly agrees that this release waiver and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the Commonwealth of Virginia and that, if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
- 6. Family, in consideration of being permitted to participate in ACTS activities, for Family, and Family's heirs, executors, administrators, and assigns, releases and forever discharges all Releasees, and their heirs, administrators, and executors of and from any and every claim, demand, action, of whatsoever kind or nature, either in law or in equity arising from or by reason of any bodily injury or personal injuries known or unknown, death or property damage during participation in ACTS activities or any activities in connection with ACTS.
- 7. Family states that both Mother and Father of Family have carefully read the above release and know the contents of the release and sign this release as Family's own free act.
- 8. Family releases all officials and professional personnel from any claim whatsoever on account of first aid, treatment or service rendered Family during participation in ACTS activities.
- 9. ACTS operates under Biblical guidelines and believes that the Bible commands them to make every effort to live in peace and to resolve disputes with each other in private or within the Christian church (Matthew 18:15-20; I Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically-based mediation according to Biblical conduct. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement or any dispute arising out of any activities or events associated with ACTS, Inc. and expressly waive their right to file a lawsuit in any civil court against one another or against another ACTS family for such disputes, except to enforce an arbitration decision.
- 10. This agreement shall be binding on each member of the Family, their personal representatives, assigns, heirs, and next of kin.

11. This release contains the entire agreement between the partinot a mere recital.	ies to this agreement and the terms of this release are contractual and
Date	
Father's Signature	Mother's signature
Print Name	Print Name

Two copies are enclosed. Sign and date both copies. Keep one for your records and submit one with registration.

Release of Liability Agreement

In consideration of being permitted to participate in Albemarle Christian Teaching Support, Inc. activities, (please list all family members on these lines)

(hereinafter referred to as "Family") agree to the following:

- 1. Release, covenant not to sue, waive, and discharge, Albemarle Christian Teaching Support, Inc. ("ACTS") or First Baptist Church, their respective officers, directors, employees, board members, and volunteers, or other families participating in ACTS activities (hereinafter referred to as "Releasees") from all liability for any loss or damage and any claim or damage on account of any property damage or personal injury, illness, infection, or death of a Family member occurring during, caused by, arising out of, or relating to attendance or participation in any ACTS activities or any other activities in, on, or about the premises of First Baptist Church or otherwise affiliated with ACTS or First Baptist Church.
- 2. Family agrees to indemnify Releasees from any loss, liability, damage or cost Releasees may incur due to the presence of Family in, on, or about the premises of First Baptist Church. Family realizes transportation to and from ACTS or any time off campus is the Family responsibility.
- 3. Family assumes full responsibility for risk of bodily injury, illness, infection, death, or property damage while in, on, or about the premises of First Baptist Church and/or while working for any purpose, attending, or participating in the co-op activities or any other activities affiliated with ACTS.
- 4. Family acknowledges that attending or participating in ACTS activities or any other activities on the premises of First Baptist Church may result in Family being exposed to infectious diseases (including without limitation influenza and SARS-CoV-2), and Family voluntarily assumes the risks that Family may be exposed to or infected by infectious diseases while attending or participating in such activities and that such exposure or infection may result in personal injury, illness, permanent disability, and death, and Family has read and agrees to the Assumption of the Risk and Waiver of Liability Relating to COVID-19 (SARS-CoV-2 / Coronavirus), which is incorporated herein by this reference.
- 5. Family expressly agrees that this release waiver and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the Commonwealth of Virginia and that, if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
- 6. Family, in consideration of being permitted to participate in ACTS activities, for Family, and Family's heirs, executors, administrators, and assigns, releases and forever discharges all Releasees, and their heirs, administrators, and executors of and from any and every claim, demand, action, of whatsoever kind or nature, either in law or in equity arising from or by reason of any bodily injury or personal injuries known or unknown, death or property damage during participation in ACTS activities or any activities in connection with ACTS.
- 7. Family states that both Mother and Father of Family have carefully read the above release and know the contents of the release and sign this release as Family's own free act.
- 8. Family releases all officials and professional personnel from any claim whatsoever on account of first aid, treatment or service rendered Family during participation in ACTS activities.
- 9. ACTS operates under Biblical guidelines and believes that the Bible commands them to make every effort to live in peace and to resolve disputes with each other in private or within the Christian church (Matthew 18:15-20; I Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblicallybased mediation according to Biblical conduct. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement or any dispute arising out of any activities or events associated with ACTS, Inc. and expressly waive their right to file a lawsuit in any civil court against one another or against another ACTS family for such disputes, except to enforce an arbitration decision.
- 10. This agreement shall be binding on each member of the Family, their personal representatives, assigns, heirs, and next of kin.
- 11. This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Date	
Father's Signature	Mother's signature
Print Name	Print Name

Two copies are enclosed. Sign and date both copies. Keep one for your records and submit one with registration.

COVID Waiver

Assumption of the Risk and Waiver of Liability Relating to COVID-19 (SARS-CoV-2 / Coronavirus)

consideration of being permitted to participate in Albemarle Christian Teaching Support, Inc. ("ACTS") activities, (pleas	e list
family members on these lines)	_
	_
reinafter referred to as "Family") agree to the following:	

- 1. Family acknowledges that the 2019 Novel Coronavirus (known as SARS-CoV-2) (and the infection disease it causes, known as COVID-19) has been declared a worldwide pandemic by the World Health Organization and has resulted in federal, state, and local declarations of emergencies.
- 2. Family agrees to comply, as much as possible, with any and all health and safety recommendations, policies, rules, and regulations that may be adopted from time to time by ACTS, the Virginia Department of Health ("VDH"), the Centers for Disease Control ("CDC"), or the Governor of Virginia relating to the COVID19 pandemic.
- 3. Family understands and acknowledges that attending or participating in ACTS activities or any other activities on the premises of First Baptist Church may result in Family being exposed to SARS-CoV-2 and may result in Family developing a COVID19 infection, and Family voluntarily assumes the risks that Family may be exposed to or infected by SARS-CoV2 / COVID19 while attending or participating in such activities and that such exposure or infection may result in personal injury, illness, permanent disability, and death. Family understands and acknowledges that the risk of becoming exposed to or infected by SARS-CoV-2 / COVID19 while attending or participating in such activities may result from the acts, omissions, or negligence of Family members or others, including without limitation ACTS officers, directors, employees, volunteers, attendees, and participants and their family members.
- 4. Family understands and acknowledges that ACTS cannot guarantee that Family will not become infected with SARS-CoV2 / COVID19 and that attending or participating in ACTS activities or any other activities in, on, or about the premises of First Baptist Church or otherwise affiliated with ACTS or First Baptist Church could increase the risk of Family contracting SARS- CoV-2 / COVID-19.
- 5. Release, covenant not to sue, waive, and discharge, Albemarle Christian Teaching Support, Inc. ("ACTS") or First Baptist Church, their respective officers, directors, employees, board members, and volunteers, or other families participating in ACTS activities (hereinafter referred to as "Releasees") from all liability for any and all claims, losses, and damages caused by, arising out of, or related to (a) personal injury, illness, infection, or death of a Family member occurring during, caused by, arising out of, or relating to attendance or participation in any ACTS activities or any other activities in, on, or about the premises of First Baptist Church or otherwise affiliated with ACTS or First Baptist Church, or (b) the acts, omissions, or negligence of the Releasees, including without limitation the failure to adopt, implement, or enforce appropriate or sufficient health and safety recommendations, protocols, policies, rules, and regulations related to SARS-CoV-2 / COVID19 or the failure of the Releasees to promptly notify Family of potential exposure to other individuals who test positive for SARS-CoV-2 / COVID19.
- 6. If any Family member tests positive for SARS-CoV-2 / COVID19 or experiences any symptoms of illness associated with COVID19 (including, but not limited to: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea), all Family members will refrain from attending or participating in any ACTS activities or any other activities in, on, or about the premises of First Baptist Church or otherwise affiliated with ACTS or First Baptist Church until such Family member meets then-current CDC guidelines for ending self-isolation or quarantine.
- 7. Family acknowledges that they are encouraged to promptly notify ACTS if any Family member tests positive for SARSCoV-2 / COVID19 or is suspected of having COVID-19.

Date		
Father's Signature	Mother's signature	
D. '. AI	D M	
Print Name	Print Name	

Print two copies of this document. Sign and date both copies. Keep one for your records and submit one with registration.

Class Registration Exception Request

Registration Exception Policy: ACTS teachers thoughtfully set the intended grade level for their course, and these levels must be respected by all members. Because homeschooling families do not strictly follow grade levels, the minimum and maximum grades for each class are added to each course description. Parents must carefully evaluate their rationale for advancing or retaining their children in classes in which they do not meet the intended grade range. Age exceptions should be for academic reasons. To respect one another, members must realize that granting a class registration exception frequently prevents a fellow student of the intended grade/age level from benefiting from the class. Exceptions should be requested very rarely and should be based primarily upon academic rationale. (For P.E. classes, physical stature rather than academic level may be appropriate rationale.) Students who are exceptionally advanced, or those who have learning delays/disabilities may be considered appropriate for class registration exception requests; arranging for siblings or friends to have the same class or scheduling preferences are not considered appropriate rationale for registration exception requests.

Public schools use September 30 to determine grade level; ACTS policy is more flexible: **November 1st** is the date **minimum** age is determined, and **August 31st** is the date **maximum** age is determined. Rationale: many homeschooling parents base their child's grade level on their age for most of the school year. (example: A child who turns six years old October 8th, is six for eight of the nine months of the school year, and is a first grader); other parents base their decision upon the child's age by September 1st. The ACTS minimum and maximum requirements allow grade flexibility for Sept. 1 through Oct. 31 birth dates, and intend to promote fairness of enrollment and appropriate learning environments. (for examples see Registration Policies page located in the Policies section of this handbook).

I submit this class registration exception request because my child is: (please circle)

- 1) Exceptionally advanced
- 2) Has a learning delay or disability
- 3) Other

Registrar Signature

I have described my child's particular situation below, and respectfully request a class registration exception for the intended grade level for this course be made. I understand the registrar must schedule my child into this course and will do so only after approval is granted by the teacher and Officers.

Student's Name:	Email address	
Student's Date of Birth	Age by August 31st or (if older than max grade)	
Class Name:	Class PeriodTeacher_	
Grade level for 2024-2025	Minimum/maximum grades fo	or the class:
Rationale Supporting the Request	t: (use the back if necessary)	
Was this class requested on the Need	ds Assessment? (yes/no)	
course work becomes more difficult	d ahead of grade level now may create gaps and pre-requisites are involved, they may not his exception is granted for the uests must be submitted each year.	ot be ready to move to the next course in
	Dat	e
Parent Signature	Dat	e
Teacher Signature		<u> </u>
	Date	Approved?

New Family Introduction Form

order to begin that process, please provide the following information. Thank you!
Parents' First and Last Names:
Please provide school background information for each of your child(ren) enrolling in ACTS. Where has your child been schooled? Has your child(ren) ever required formal disciplinary action by a school, or been suspended or expelled? If yes, please explain. Use the back of this sheet if necessary.
How many years have you been homeschooling, (An entire semester of homeschooling experience is required unless your oldest child is kindergarten age, and we suggest this experience has been within the past two years,) and briefly summarize your reasons for home education as the schooling choice for your family.
Please list currently enrolled ACTS families and/or church elder or pastor that can serve as a personal reference for your family:
We want your children to enjoy and to succeed in their classes. Please thoroughly communicate any learning challenges or special needs your child may have. Please also explain any special accommodations your child may require while at ACTS. Please continue onto the back of this page. **Special needs include but are not limited to: wheel chairs, service aides, service dogs, vision or hearing impairments, autism, ADD/ADHD, processing challenges, and medical equipment requirements.

**Remember, for those registering after the school year has begun, all paperwork and checks are due the Saturday

before the class date you plan to start.

Background Check Information Form

ACTS Background Check

AUTHORIZATION FOR BACKGROUND INVESTIGATION By signing below, you hereby authorize the obtaining of consumer reports by ACTS at any time after receipt of this authorization and throughout the course of your employment and/or volunteering. You understand that the scope your authorization is not limited to the present and, if you are hired, will continue throughout the course of your employment or volunteering, and allow ACTS to conduct future screenings for retention, promotion or reassignment, as permitted by law and unless revoked by you in writing. I hereby authorize the obtaining of consumer reports by ACTS at any time after receipt of this authorization. To this end, I authorize any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Protect My Ministry and/or ACTS.

	Signature:		
	Da	te:	
Full Legal Name:			
FIRST	MIDDLE	LAST	
Social Security Number:			
Date of Birth (mm/dd/yyyy):			
Email Address:			
Address:			
Driver's License Number:			
Driver's License State:			
☐ I have included a copy of the applica	nt's driver's license (attached)		
☐ I have included a \$16 check, made p	avable to ACTS, with this form		

If you'd like to submit information on your spouse and/or a grandparent so that they may perform service hours as well, bring a completed copy of this form, as well as a copy of their driver's license.