Senior Planet Partner Resources

Participant Sign-In Sheets (Lectures and Workshops)

Introduction

This document provides a sign-in sheet specifically designed for one-off Senior Planet programs like lectures and workshops. Trainers should have multiple printed copies of the last page of this document for participants to fill out at the beginning of every program.

Participants are required to provide their first name, last name, zip code, and either an email address or phone number to participate in any Senior Planet program. Providing an email address allows participants to receive a free year of Senior Planet Supporter benefits.

Program administrators are responsible for ensuring the participant information is collected and added into Salesforce.

Senior Planet Supporters

Becoming a Senior Planet Supporter gives participants the opportunity to dive deeper into the Senior Planet community, gain access to special programs, receive quarterly impact reports and annual technology reviews. See the **Senior Planet Supporters Script** document in the Program Support Center for more information about the program.

Data Sharing & Privacy

Collecting participant information allows Senior Planet programs to remain free for older adults across the country. OATS takes data privacy very seriously and follows AARP's data sharing privacy policy, which can be found here: https://www.aarp.org/about-aarp/privacy-policy/. If participants have questions about how their data is used, they can contact licensing@seniorplanet.org.

Site: _____   **Date:** _____

Program: _____   **Trainer:** _____

SIGN-IN SHEET				
First Name (required)	Last Name (required)	Zip Code (requried)	Phone Number and/or Email Address (at least one is required)	Communication Opt Out*?

Check this box if you wish to opt out of all communications from OATS & Senior Planet, including an invitation to a free year-long trial of Senior Planet Supporter benefits. If you have questions about what this means, ask your trainer.

LECTURE/WORKSHOP SIGN IN SHEETS