



Collingwood Collegiate Institute
6 Cameron Street, Collingwood, ON L9Y 2J2
Tel: (705)445-3161 Fax: (705)444-9270

PRINCIPAL: Kelly Lalonde
VICE PRINCIPALS: Julia Fleming, Brenna Campsall, Janice McLeod

RE: CCI Prom
Friday, May 30th, 2025
Craigleith Ski Club
164 Craigleith Road,
Town of the Blue Mountains, ON
5:00 p.m. to 10:00 p.m.

Guest information form

Dear Guest,

School events are intended to be memorable experiences for our students and guests. In order to help ensure a safe evening for all those attending the CCI Prom, we are requiring guests to complete the information and reference forms prior to purchasing a ticket. A guest's previous/most recent school will need to be contacted.

As a guest, I _____ am aware that:
(print guest's name here)

Guests must be under 21 years old.

- ❖ The Collingwood Collegiate Institute Code of Conduct will be in effect during the evening. This is available on the school's website <http://cci.scdsb.on.ca> and I have had a chance to read it.
- ❖ The Collingwood Collegiate Institute student is also responsible for the behaviour of their guest.
- ❖ Guests who violate the Code of Conduct will not be permitted to remain at the event and will be sent home.
- ❖ There is a ZERO TOLERANCE policy for drugs and alcohol. School staff have the right to refuse admittance. If the guest appears to be under the influence (as per staff/police discretion), he/she/they will not be admitted. A refund will not be issued.
- ❖ Another adult emergency contact who is not attending the event must be available. Emergency contacts may be required to pick up their guest at any time throughout the event.
- ❖ The ticket price is non-refundable.
- ❖ A ticket can be purchased by the CCI student once all of the forms are completed and signed.
- ❖ Tickets are non-transferable.

Signature of Guest

Signature of Emergency Contact

Date: _____

Date: _____

Please note that both sides must be completed.



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Dear School Administrator,

_____, a student at Collingwood Collegiate Institute, has expressed an interest in

having _____ (guest's name) attend the Collingwood Collegiate prom In order to assist us with supervision of the event, guests who are not enrolled in our school will be required to have a positive character reference from their current or most recent school's administration (Principal or Vice Principal) prior to tickets being purchased. Please note that by signing and submitting this form, the guest is indicating acknowledgement that administration from Collingwood Collegiate may contact his/her/their school to verify any information on this form.

To be completed by Guest

CCI student's name:
CCI Student's guest's name:
Guest's Emergency contact name for Friday May, 30th 2025:
What is the emergency contact's relationship to the Guest? Circle one: Parent Guardian Other: _____ <small>(must be an adult who is not attending the event)</small>
Emergency contact's home phone number: ()
Emergency contact's alternate phone number: ()
Guest's Current/Most recent School:
School Administrator's name for that school: (please print)

To be completed by the Guest's School Administrator:

- ☐ I recommend that the above named student be allowed to attend CCI's Prom.
- ☐ Please call me for more information regarding this student.

Signature of Administrator: _____ Date: _____

Without this completed form CCI students will not be able to purchase tickets for their guests.

All guests must enter Prom with the Collingwood Collegiate student they are accompanying and Photo ID.