



One Call Now Information Form

The Portage County Board of Developmental Disabilities (Portage DD) uses a mass notification system to quickly and efficiently notify individuals, parents/guardians and staff regarding program closures, delays, early dismissals and other related program announcements. Please complete the information below so that you may participate in this notification system. If you do not wish to participate in the One Call Now notification system, fill in the roster name, check the appropriate box at the bottom of the form and sign and date the form. **(Please print all information clearly.)**

PLEASE PROVIDE A ROSTER NAME FOR ONE CALL NOW:

The roster name should be the name of a person receiving services or a Portage DD Staff Member. This is the name that will be used to automatically remove you from the One Call Now system, when requested. Otherwise, you will be responsible for taking steps to remove your contact information.

Last Name:	First Name:
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Please acknowledge your receipt of this notice by signing and returning this form.

PLEASE SELECT ALL THAT APPLY:

Closure Notice
(e.g., Inclement Weather Delay)

Event Cancellations
(e.g., Family Swim Cancelled)

Informational Notices
(e.g., Holiday Greetings)

Other: _____
(Staff Use Only)

PLEASE PROVIDE YOUR CONTACT INFORMATION:

Only provide contact info for the roster name listed on this form. You may list up to six (6) phone numbers and five (5) email addresses.

Phone 1**	Phone 2	Phone 3
Phone 4	Phone 5	Phone 6

** Please list the primary number at which you want to receive notifications as Phone 1. General information messages will go to this number. Emergency notification will go to all the numbers listed.



In order to receive text messages from One Call Now you must agree to receive them.

If you wish to receive text messages, you must respond to the opt-in message by texting the word **Alert** to **22300** from each phone on which you want to receive text messages. You will be charged standard text messaging rates for all texts received from One Call Now.

If you do not want to receive text messages on a phone, do not respond to the opt-in message.

Email 1:	Email 2:	Email 3:
Email 4:	Email 5:	

Please Check One Of The Following:

I hereby grant permission to the Portage DD to use the information provided for the purpose of notifying me of program announcements as described above. I understand that Portage DD and its communications service provider will not sell, lease, rent or give any personal information about consumers/students, families and employees, their phone numbers, email addresses or messages to any third party and that personal information will not be released unless there is a legal obligation to do so.

I do not wish to participate in the One Call Now notification system.

Signature

Date