



MINISTRY of EDUCATION
YOUTH & INFORMATION

Reply or subsequent reference to the communication should be made to the Permanent Secretary and the following reference quoted: JAYAP 2019 -2021

Youth and Adolescents Policy Division
Building 1 – 5th Floor
2-4 National Heroes Circle
Kinston
Tel: (876) 922-1400
www.youthjamaica.com
www.moe.gov.jm

Service Release Form

(To be completed by the University/College Principal/Vice Principal and or Employer of Youth Advisory Council Member)

I hereby acknowledge that _____ has been selected to serve as
(Insert Name of Employee/Student)

A member of the **2019-2021 Jamaica Youth Ambassadors Programme** by the **Ministry of Education, Youth and Information.**

I further acknowledge that this Employee/Student may be required to participate in local initiatives, serve on government appointed board(s), represent Jamaica overseas, in addition to performing any other duties relating to the this position with the JAYAP for the period **November 2019 – October 2021.**

I hereby submit that as far as possible, _____
(Insert Institution/Employer Name)

will make the necessary accommodations to release the aforementioned student/employee for the execution of official duties and responsibilities conferred as a member of the Jamaica Youth Ambassadors Programme.

Name: _____

Signature: _____

Position: _____

Institution: _____

Date: _____

Please affix official seal/stamp where possible