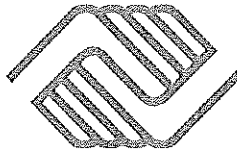


BOYS & GIRLS CLUBS
OF KENTUCKIANA

Orientation Packet

Revised: January 1, 2011



BOYS & GIRLS CLUBS
OF KENTUCKIANA

1201 Story Ave, Suite 250 • Louisville, KY 40206 • 502-585-5437

AUTHORIZATION FOR RELEASE OF INFORMATION

Section I.

I, _____, Parent/Guardian for the minor child specified below, hereby authorize release of the information set forth in Section II as follows:

From: _____ _____ _____	→ → →	To: Boys & Girls Clubs of Kentuckiana 1201 Story Ave, Suite 250 Louisville, KY 40206 Attn: _____
From: Boys & Girls Clubs of Kentuckiana 1201 Story Ave, Suite 250 Louisville, KY 40206 Attn: _____	→ → →	To: _____ _____ _____

Section II.

The following information is requested:

- () Medical History/Immunization Records
- () Educational Records
- () Other (Please specify): _____

This authorization is restricted to information regarding:

Name of Minor: _____

Date of Birth: _____ Social Security Number: _____ - _____ - _____

For the Purpose of: ongoing service provision.

I understand that my refusal to consent to release of the above information will prevent its disclosure. I further understand that such released information will not be re-released to any other person or organization without my specific written consent. I further understand that I may revoke this consent at any time by providing written notice and that I have the right to inspect any information that is disclosed. I further understand that I have the right to challenge the contents of any records or information disclosed and limit any consent to designated records or designated portions of information. (NOTE: Information may be released without informed consent if mandated by law or the client is receiving services under court supervision or directive.)

Ongoing release
Authorization takes effect on date of execution by Parent/Guardian and expires one year from execution date.

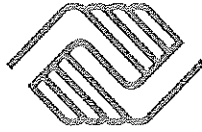
One time release
Authorization takes effect on date of execution by Parent/Guardian and expires 90 days from execution date.

Parent/Guardian SIGNATURE

Date*

Boys & Girls Clubs of Kentuckiana Representative SIGNATURE

Date*



BOYS & GIRLS CLUBS
OF KENTUCKIANA

Boys & Girls of Kentuckiana Rules and Regulations "Orientation Contract"

Member's Name _____ Date Completed _____ Member's ID# _____

New Member: _____ Renewing Member: _____ JCPS # _____

1. Everyone is expected to know the rules and follow them.
2. MEMBERS MUST ALWAYS FOLLOW THE INSTRUCTIONS OF THE STAFF.
3. MEMBERS MUST BE RESPECTFUL TO THE STAFF AND OTHER MEMBERS.
4. NO one under the influence of alcohol or drugs will be allowed in the club or at any club activities. We enforce the ZERO tolerance policy.
5. Weapons or look alike weapons will not be allowed on Club property or at any Club activity. We enforce ZERO tolerance policy.
6. NO SMOKING or lighting matches on Club property.
7. NO gang representation allowed in the club ; no hats, no sagging pants, no bandanas
8. Anyone who does not attend school, cannot come to the Club that day.
9. Anyone suspended from the Club must report to the staff person who suspended them before they are allowed to re-enter. Anyone who is continually suspended must report to the Unit Director and may be suspended from the Club indefinitely.
10. There will be no fighting, wrestling, or bullying. Please keep your hands to yourself at all times.
11. Everyone is expected to use proper language. Improper language will not be allowed in or around the Club.
12. There will be no wild playing, screaming or yelling in or around the club.
13. Gambling of any kind is not allowed.
14. Please do not run anywhere except in the gym.
15. Do not play in the restrooms. Boys are not allowed in the girls' restrooms and girls are not allowed in the boys' restrooms.
16. All games are played under the "I'm next system".
17. There will be no eating or drinking anywhere in the club except in designated areas.
18. Phones calls are not allowed for any reason. Parents are free to call at anytime.
19. Please do not sit or stand on tables, desks or pool tables.
20. Wear only basketball shoes on the gym floor.
21. Please do not hang on the basketball net or rim.
22. Shoes must be worn at all times.
23. Everyone must bring their membership card everyday to get in the club. No entry without membership card and completed application. If you lose your card, you must buy a new one for \$1.00.
24. You must get staff permission to enter the kitchen.
25. Leave personal belongings at home. The Club will not be responsible if they are lost or damaged.
26. All Club members under 12 must be picked up by 7:00 pm on weekdays.
27. I will present myself with dignity, wash and dress neatly and clean up my surroundings.
28. **Members must be between 6 and 18 years of age.** Our staff has the right to ask for verification of age before membership is granted. When you reach the age of 19 your membership automatically expires.

Membership Information Form

BGC of Kentuckiana - Shawnee
317 N. 38TH Street
Louisville, KY 40203

P: (502) 774-5437

F: (502) 774-5435

Confidentiality: Any confidential information requested is for our records and for the funding our Organization receives. The answers you provide will be kept completely confidential. Your cooperation in providing this information is both appreciated and necessary. Required fields are denoted with an asterisks(*)

Head of Household (Please Print)

First Name:*

Last Name:*

Gender:*

 Male Female

Family Income:

Under \$12,830
 \$12,831 to \$16,090
 \$16,091 to \$19,350
 \$19,351 to \$22,610
 \$22,611 to \$25,870
 \$25,871 to \$29,130
 \$29,131 to \$32,390
 Over \$32,390
 Unknown

Address:*

(Line 1)

(Line 2)

(City)

(State)

(Zip Code)

Address Type:*

Home

Work _____

Phone Number:

() -

() -

Phone Type:

Home Work _____

Home Work _____

Family Size:

E-Mail Address:

E-Mail Type:

Home Work _____

Employer:

Job Title:

Occupation:

Military Branch:

Status:

Start Date:

End Date:

Parents / Guardian (Please Print)

First Name:

Last Name:

Gender:

 Male Female

Address:

(Line 1)

(Line 2)

(City)

(State)

(Zip Code)

Address Type:

Home

Work _____

Phone Number:

() -

() -

Phone Type:

Home Work _____

Home Work _____

E-Mail Address:

E-Mail Type:

Home Work _____

Employer: Job Title: Occupation:

Military Branch: Status: Start Date: End Date:

Member Information (Please Print)

First Name:* Middle Name: Last Name:*

Nick Name: Birth Date:* Social Security Number:

Gender:
 Male
 Female

Ethnicity:*
 African American Asian BLACK Cuban
 Haitian Hispanic Latino
 Multi-Racial
 Native American Other Pacific Islander Puerto Rican
 South American White

Membership Type:*
 Full Time

Pick up Authorization Password:

School:* **Grade:***

Household Type:
 1 Parent Household
 2 Parent Household Foster
 Parent (s)
 Grandparent (s) Guardian (s) Other

Family Setting:*
 Aunt/Uncle Both Parents
 Brother/Sister Father
 Grandparent Guardian
 Mother Other

Referring Organization:
 Court Family Friend
 Neighbor Other School

Member Medical Information (Please Print)

Insurance Company:

Medications:

Medical Problems/Allergies:

Insurance Policy Number:

Physician:

Physician Phone:

Disabilities:

Hospital:

Hospital Phone:

Pick Up Information (Please Print)

Two people authorized to pick up member -

1.) First Name:

Last Name:

 () -

Home Work

Parent

Guardian

Emergency Contact

Primary Emergency Contact

Lives With Member

2.) First Name:

Last Name:

 () -

Home Work

Parent

Guardian

Emergency Contact

Primary Emergency Contact

Lives With Member

The BGC of Kentuckiana - Shawnee also uses the following fields to learn more about your child.
Please check one item from each group below.

Club Specific Code: ____ .

Club Specific Code: ____

County of Father W: ____ Bolingbrook Co.
____ Clark Co.
____ Cook Co.
____ Floyd Co.
____ Jefferson Co.
____ Marion Co.
____ Meade Co.
____ Oswego, NY
____ Sellersburg
____ Tarrant Co.
____ Tarrent Co.

County of Mother W: ____ Clark
____ Clark Co.
____ Fayette Co.
____ Floyd Co.
____ Fulton Co.
____ Hardin Co.
____ Harrison Co.
____ Jefferson Co.
____ Madison Co.
____ Marion Co.
____ Meade Co.
____ Montgomery Co.
____ Scott

Dues: ____ \$1.00
____ \$11.00
____ \$12.00
____ \$13.00
____ \$14.00
____ \$15 Balance
____ \$15 Paid in Full
____ \$15.00
____ \$16.00
____ \$17.00
____ \$18.00
____ \$19.00
____ \$2.00
____ \$21.00
____ \$22.00
____ \$23.00
____ \$24.00
____ \$25 Paid in Full
____ \$25.00
____ \$25.00 Balance
____ \$3.00
____ \$4.00
____ \$5 Balance
____ \$5 Paid in Full
____ \$5.00
____ \$6.00
____ \$7.00
____ \$8.00
____ \$9.00
____ 10.00
____ 20.00
____ Paid in Full

Father in Union: ____ no
____ unknown
____ yes

Internet Usage: ____ Allowed
____ Not Allowed

Medical Release: ____ Allowed
____ Not Allowed

Mother in Union: ____ no
____ unknown
____ yes

Photo Release: ____ Allowed
____ Not Allowed

Public Housing: ____ no
____ unknown
____ yes

School Lunch: ____ no
____ reduced
____ unknown
____ yes

Weight Room: ____ Allowed
____ Not Allowed

I have read the completed application, understand the rules of the BGC of Kentuckiana - Shawnee and request that my son/daughter be admitted into membership. I have explained the rules to my son/daughter and agree that the BGC of Kentuckiana - Shawnee will not be responsible for any accident to the boy/girl while on the BGC of Kentuckiana - Shawnee premises or while engaged in any of its activities away from the BGC of Kentuckiana - Shawnee. I give my consent for photographs, in which my son/daughter may appear, to be used in any way the BGC of Kentuckiana - Shawnee may care to use them.

Parent or Guardian Signature

Member's Signature

Date



Boys & Girls Clubs of Kentuckiana Responsible Computer use Guidelines

The Boys & Girls Clubs of Kentuckiana's computer internet access is available to members to enhance their education and become literate in an increasingly technological world. The purpose of these guidelines is to foster the appropriate use of the internet. The following guidelines apply to all members whenever they access the internet at the Boys & Girls Clubs.

1. The internet has been established for educational purposes only, and is limited to classroom activities, career development, and independent scholastic research on appropriate subjects.
2. The internet has NOT been established as a public access service or public forum. The club has the right to place restrictions on the material accessible or posted through the internet.
3. You may not use the internet for commercial purposes. This means you may not offer, provide, or purchase products at the clubs.
4. You may NOT post personal information about yourself or others.
5. You may NOT agree to meet with anyone you contact online.
6. You may not use the clubs computers to hack into anyone else's files or computers.
7. You may NOT spread viruses to anyone through the internet.
8. You may NOT use inappropriate language while online.
9. You may NOT use the internet to harass or threaten others.
10. You may NOT use the internet to access pornographic images or videos.
11. You may NOT use the internet to access such sites as MySpace or Facebook.
12. If you see others accessing material that is not deemed appropriate, please tell the staff member that is located in the lab.

Use of the internet is considered a privilege of membership with the Boys & Girls Clubs of Kentuckiana, and is granted only to members who comply with all guidelines and rules. The Club reserves the right to, in its sole discretion; restrict the use of its internet access in any manner deemed necessary by Club personnel. By using the internet, you grant the Boys & Girls Clubs of Kentuckiana unlimited permission and license to review, read, search, copy, distribute, destroy, or otherwise inspect any and all information you send or receive through the internet, and you waive any right to privacy that you may have in connection with your use of the internet.

Individuals who violate these guidelines, the rules of the Boys & Girls Clubs of Kentuckiana, or the law may be denied internet privileges, or be subjected to other disciplinary measures as determined by the Unit Director or other qualified Club staff members.

This section must be signed by a parent or guardian for all students under the age of 18.

As a parent/guardian of _____, I have read the Boys & Girls Clubs of Kentuckiana's Responsible Computer Use Guidelines. I understand that access to the internet is designed for educational purposes and that the Boys & Girls Clubs of Kentuckiana has taken available precautions to educate students on appropriate educational materials. However, it is understood that no matter how much supervision and monitoring that the clubs can utilize, there will always be the possibility of my child coming into contact with material that I may deem to be inappropriate or offensive, and I will not hold the Boys & Girls clubs of Kentuckiana or its staff members/employees responsible for material acquired on the internet. I agree that it is my responsibility to inform the child of uses that I feel are appropriate, and to take steps to ensure that the child obeys my wishes in this matter.

Signature of Parent or Guardian: _____

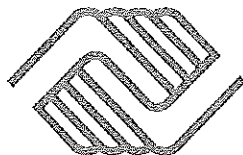
Name of Parent or Guardian: _____

Date: _____

Signature of Child: _____

Name of Child: _____

Date: _____



BOYS & GIRLS CLUBS
OF KENTUCKIANA

Weight Room Permission Slip

I hereby give permission for my child, _____,

To use the weight room facilities at the _____ Boys and Girls

Club. In consideration of my child participating in this activity, I hereby release The

Boys and Girls Club Inc., its staff members, volunteers, Board members, Officers,

and/or agents from any liability associated with injury and/or loss associated with this

activity. I acknowledge that my child is at least thirteen (13) years of age.

Parent/Guardian Signature _____ Date _____

I have read and understood the rules of the club. I agree to abide by these rules. I also understand that if I break these rules, I may be suspended for the club. If I don't understand these rules and am suspended, its no ones fault but my own.

Member's Signature

Date

I have read the membership application and the Parent/Member handbook and have received copies of each. I understand the rules of the Boys & Girls Clubs of Kentuckiana and request that my son/daughter to admitted into membership. I have explained the rules to my son/daughter and agree that the Boys & Girls Club will not be responsible for any accident to my son/daughter while on the premises or while engaged in any of its activities away form the club. I understand the Boys & Girls Club is not a daycare operation and that it is my responsibility to keep the information on this application current.

The Boys & Girls Clubs of Kentuckiana have an **OPEN DOOR POLICY**. This policy allows members to come and go at any time during the Club's operating hours. Staff members, under normal circumstances, are not allowed to prohibit a member from leaving the facility. Thus, it is the responsibility of the child AND the parent/guardian to determine, understand and enforce whatever arrival and departure methods they see fit. Please note that youth are not allowed on the Club's grounds during operating hours unless they are signed in and participating in Club activities. Members should NOT be dropped off prior to the opening of any facility, as the Club cannot be held responsible for the supervision of such youth.

I hereby authorize and consent to the Boys & Girls Club recording my child's picture and voice on photographs, club cards, films and audio-video tapes to use for purposes of publicity, advertising and sales promotion without any compensation whatsoever. I further release the Boys & Girls Club from any and all claims for damages, libel, slander and invasion of privacy or any other claim arising out of the use of the forgoing material.

As a parent or guardian of the Club member I hereby authorize the Boys & Girls Club, in the event of a medical emergency, to seek emergency transportation to a hospital. I further authorize medical treatment from a licensed physician; the medical emergency may endanger the Club member's life, cause disfigurement, physical impairment or undue discomfort if delayed. This authority is granted only after a reasonable effort has been made to contact me or authorized persons at the phone numbers identified on this application.

I give permission to the Boys & Girls Club to survey and interview my son/daughter to find out what his/her behaviors, skills and attitudes are in regards to issues such as health risks and habits, positive self-esteem, respect for diversity, education, and educational resource, positive relationships, career choices and connection to community, as well as his/her experiences at the Club. I understand that the purpose of these surveys and interviews is to help find out how well the Club is meeting my child's needs and to identify areas which may call for further attention. I also understand that this information will remain private and that only my child's Club Director and Assigned research assistants will be able to look at his/hers responses.

I understand that my child's responses will be automatically grouped together with the responses of other Boys & Girls Club members for any public presentation of the findings, that my child will never be individually linked to his/her responses. In addition, I understand that I can take back my permission at any time by giving written notice to the Club Director of the club. Finally, I understand that I can receive a copy of this signed consent form, and that upon written request I may arrange to discuss the findings with my child's Club Director.

Parent's/Guardian's Signature

Date

Administrative Offices

P.O. Box 34020
Louisville, KY 40232-4020
(502) 485-3011
Fax: (502) 485-3991



Parent/Guardian Release of Information Consent Form

My child(ren) <listed below> are participating in the programs at _____, hereafter referred to as the Organization. By signing this form, I am giving the Organization staff permission to communicate, regarding services offered to me and/or my family, with Jefferson County Public Schools (JCPS). I understand that all records and information regarding services will be protected bylaws and regulations that govern the exchange of confidential information.

It is understood that by authorizing the release of such information, it will be used for the sole purpose of providing and enhancing services to me, my family, and/or my child and to avoid duplication between the agencies. The disclosure of information will be limited to staff at the Organization and JCPS.

There may also be times when JCPS or the Organization may take photographs (or other digital images) of students participating in activities. Those images may appear in the Organization's or JCPS's publications, including electronic publications. By signing this form, I am giving permission to JCPS and the Organization to use your child(s) image for the purposes listed above.

I have read and understand the contents of this form; I have received a copy, and I agree to its provisions. I understand that this release may be revoked by me at any time if requested in writing.

Print Name: _____

Signature: _____

Date: _____

Witness Signature: _____

Date: _____

Please list children's names:

Original must be kept on file at organization/agency, copy given to parent/guardian, and copy sent to Dr. Allene Gold, Volunteer Talent Center, Waggener High School, 330 S. Hubbards Lane, Louisville, KY 40207

www.jcpsky.net

Equal Opportunity/Affirmative Action Employer Offering Equal Educational Opportunities