



<b>Member Medical Information:</b>			
Insurance Company:	Insurance Policy Number:	Medical Problems/Allergies:	
Medications:		Disabilities:	
Physician:	Physician Phone:	Hospital:	Hospital Phone:
<b>Pick Up Information: (Two people authorized to pick up member)</b>			
1. First Name	Last Name	Phone : Home	Work
Parent ___ Guardian ___ Other ___	Emergency Contact ___	Primary Emergency Contact ___	Lives with member ___
2. First Name	Last Name	Phone: Home	Work
Parent ___ Guardian ___ Other ___	Emergency Contact ___	Primary Emergency Contact ___	Lives with member ___

I have read the completed application, understand the rules of the Hylton Boys and Girls Club and request that my son/daughter be admitted into membership.

I have explained the rules to my son/daughter and agree that the Hylton Boys and Girls Club will not be responsible for any accident to the boy/girl while on the Hylton Boys and Girls Club premises or while engaged in any of its activities away from the Hylton Boys and Girls Club.

I give my consent for photographs or videoing taping in which my son/daughter may appear, to be used in any way the Hylton Boys and Girls Club may care to use them as long as it is consistent with the BGCGW mission.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date

*Other Information:*

Please use this section to provide any additional information concerning your child that will be helpful to club staff.

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*Note to Parent:*

*Member participation in BGCGW programs is likely to produce positive outcomes when members attend three times a week or more. BGCGW staff welcomes high levels of member participation in all BGCGW programs as well as special programming. To find out more, call us!*

# Boys & Girls Clubs of Greater Washington

## Code of Conduct

Play Fairly and Be Honest  
Bring Your Membership Card Everyday  
Be Respectful of Boys & Girls Club Staff  
Say Only Good Things About Others  
Resolve Disagreements In A Positive Way  
Be Respectful Of Other Members And Their Property  
Take Care Of Your Boys & Girls Club Facility And Equipment  
Avoid Use Of Improper Language  
Remove Hats Before Entering Building  
Applaud The Efforts Of Others  
Run Outside Only  
Participate Only In Program Areas Open To Your Age Group  
Listen During "Uptime" And Assemblies  
Dress Appropriately At All Times  
Smoking, Drugs, Alcohol and Other Drugs and Weapons Are Strictly Prohibited

Please read the following and sign where indicated:

I \_\_\_\_\_ give permission for my child (or ward) \_\_\_\_\_ to join the Boys & Girls Club of Greater Washington (BGCGW) and participate in all of the programs and activities.

I give permission for my child (or ward) to be transported in the BGCGW vehicles for activities away from the Club. If I have any exceptions I have listed them below.

I understand and agree that my child (or ward) must be picked up by closing time or a fee will be charged which must be paid before my child (or ward) can return to the Club.

**I understand and agree that BGCGW has an open door policy and cannot be responsible for my child (or ward) leaving the Club without permission. I understand that all members are free to come and go from the Club.**

I understand and agree that BGCGW does not refund membership and that my child (or ward) must obey all rules (Code of Conduct). I further understand that behavioral problems that cannot be solved can result in my child (or ward) being suspended from BGCGW with monetary refund.

It is expressly understood and agreed that BGCGW shall not be responsible or legally liable for any losses of personal property, for any bodily injuries, or the results thereof, incurred and suffered by the applicant on any property of the BGCGW or in connection with any activities of any of its Branches, or while engaged in any of the BGCGW's activities away from the Club.

I understand and agree that BGCGW does not and will not provide medical insurance for my child (ward).

I hereby give consent for my child's (or ward's) picture or any reproduction thereof (while he/she is engaged in Club activities) to be used for publicity/fund-raising purposes. Permission is hereby granted to make changes or alterations and/or use of my child's (or ward's) name or any fictitious one for publicity/fund-raising purposes.

The undersigned represents that he/she is the parent and/or legal guardian of the minor named above, and represents that he/she has the legal authority to execute the foregoing consent and release; or the undersigned warrants that he/she has reached the age of legal majority according to the states of Maryland and Virginia and of Washington, D.C.

I give permission for the BGCGW staff to obtain age verification of my child (or ward) from their current school.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Child \_\_\_\_\_ Date \_\_\_\_\_

## **Club Staff FAQ about BGCGW membership year and membership form**

### **Why did we change our membership year and membership form?**

BGCGW membership year has been changed to unify all club membership transactions and align them with BGCA's year, January 1 through December 31. We have also unified the BGCGW manual form to better capture and track the organizations demographic/statistical information on members and types of membership. In addition, some of the information is required so that we can better respond to grant proposals.

### **Why do we need to use this manual form if we are already using KidTrax online system?**

The manual membership form is designed to capture the same information contained in the online KidTrax form and questions are set up in the same sequence as the KT form. This will help club staff accurately transfer the information from the manual forms that are filled out by parents to the KidTrax on line system. The manual form also serves as a hard copy paper and can be used as back up in the event of online systems failure.

### **Does the manual form ask for additional information that may not be included on the Online KidTrax form?**

Yes, there is a section of the form that requests information not requested on the KidTrax form. The "Staff only section" was included to capture additional information regarding membership fees and waivers. In the past, each club has awarded scholarships to children who may not be able to pay membership fees. However, BGCGW has not been able to capture the number of scholarships we actually award each year. Checking the "BGS" and "waivers" portion of that section will give us an accurate number of scholarships awarded. Collection of this information will allow us to determine the number of children who need our help through scholarships.

### **Why is the category pertaining to household information listed first?**

This information is listed first because it reflects the sequence of information contained in the KidTrax form. Requesting to tailor or change the order of the questions to fit our needs would be costly. We are aware that the information regarding the member is used the most by club staff. We realize that asking about household information first could discourage parents from completing the form. However, we are committed to providing an explanation to help parents understand the format and sequence of the form.

### **Why does the form ask for contact information for two people instead of one?**

Club staff has expressed a need to collect more information in this section because there are times when it is difficult for families to pick up their children. Listing an extra contact person can support the family in times of need.

Notes regarding new changes on the actual form:

- 1) On the title section of the form, the 3<sup>rd</sup> line is designed to tailor the form to provide basic information about your club. Please edit by replacing the words "club, address, telephone and fax" with the appropriate club information about your club. Please save the form so that it can be used by club membership coordinator or designated staff.
- 2) "Staff Only Section" is provided to capture general information about members and the types fees collected. Note that "BGS stand for Boys and Girls Club scholarship and "Waiver" should be utilized when a child's membership fee is waived because it is covered by a grant or another source.
- 3) The confidentiality statement at the beginning of the form should be explained to parents so that they feel that their personal information is protected by Club administration.
- 4) Household information is presented in the same sequence as the KidTrax form. However, you can change the income levels section to reflect the income levels of the population served by your club.
- 5) All other sections on page 1 are the same as the KidTrax form, except the box labeled "types of membership" where we have added a "sports only and fees" line to capture information and numbers on our children exclusively involved in sports.
- 6) An "other information" section in the middle of page 2 has been provided to help club staff make informed decisions when dealing with families with special needs or circumstances. Please list any suggestions the parent may have for dealing with individual situations regarding their children.
- 7) A note about member participation is provided at the end of the page 2, to encourage parents to send their children to club activities consistently because high member participation is likely to yield positive outcomes.
- 8) "Code of Conduct" contains several changes that should be noted. A bold section has been provided to help staff explain the drop-in aspect of membership and to make sure parents understand that BGCGW is not responsible if a child walks out of the club. At the bottom of the page there is a question that asks if the parent and child participated in an orientation of club rules and expectations. This section is provided to help staff explain how they are setting norms for expected behavior at the club.