



**BOYS & GIRLS CLUB**  
OF SALEM

<b>Office Use Only:</b>	
<input type="checkbox"/> Boys & Girls Club	<input type="checkbox"/> Teen Center
Program/Promotion: _____	
Paid: Cash   Charge _____   Check# _____	
Date: ____/____/____ Amount: \$ _____	
Staff Initials: _____ KidTrax: _____	

# MEMBERSHIP ENROLLMENT FORM

TUFTS Health Care members receive free membership. Policy # & copy of card required.

Program Application:  Boys & Girls Club – Grades 1-5  
 Teen Center – Grades 6-12

Annual Membership Fee:  \$30  TUFTS (Free)  
Member Status:  New Member  Renewing Member

Member's Legal Name: \_\_\_\_\_

Nickname: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  Female  Male

School: \_\_\_\_\_

Current Grade: \_\_\_\_\_ ← will complete this grade in (year): \_\_\_\_\_ Year of High School Graduation: \_\_\_\_\_

Number of Family Members in Household: \_\_\_\_\_

### Parent(s)/Guardian(s) Legally Responsible for Child:

1. Relationship to child:  Mother  Father  Stepmother  Stepfather  Guardian  Other \_\_\_\_\_

Name \_\_\_\_\_  
First Middle Initial Last

Household Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Child's Primary Residence?  Yes  No

Place of Employment \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Home Phone(\_\_\_\_) \_\_\_\_\_ Authorized to pick up/drop off:  Yes  No

Cell Phone/Pager \_\_\_\_\_ E-Mail \_\_\_\_\_

<b>Please check if parent/guardian has Military involvement:</b>		<b>Status:</b>	<b>Start Date:</b> ____/____/____
<input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Air Force <input type="checkbox"/> Marine Corps <input type="checkbox"/> Coast Guard	<input type="checkbox"/> Active <input type="checkbox"/> Discharged <input type="checkbox"/> Nat'l Guard <input type="checkbox"/> Reserve <input type="checkbox"/> Retired		<b>End Date:</b> ____/____/____

2. Relationship to child:  Mother  Father  Stepmother  Stepfather  Guardian  Other \_\_\_\_\_

Name \_\_\_\_\_  
First Middle Initial Last

Household Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Child's Primary Residence?  Yes  No

Place of Employment \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Home Phone(\_\_\_\_) \_\_\_\_\_ Authorized to pick up/drop off:  Yes  No

Cell Phone/Pager \_\_\_\_\_ E-Mail \_\_\_\_\_

<b>Please check if parent/guardian has Military involvement:</b>		<b>Status:</b>	<b>Start Date:</b> ____/____/____
<input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Air Force <input type="checkbox"/> Marine Corps <input type="checkbox"/> Coast Guard	<input type="checkbox"/> Active <input type="checkbox"/> Discharged <input type="checkbox"/> Nat'l Guard <input type="checkbox"/> Reserve <input type="checkbox"/> Retired		<b>End Date:</b> ____/____/____

Please provide at least one **LOCAL EMERGENCY CONTACT** who could assume responsibility for your child if you could not be reached or who are authorized to pick-up your child - Will be required to show identification upon pick-up.

1) Full Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Authorized to pick up/drop off: \_\_\_ Yes \_\_\_ No

2) Full Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Authorized to pick up/drop off: \_\_\_ Yes \_\_\_ No

Please create an authorization password you can share with anyone who might pick-up your child: \_\_\_\_\_

<b>Would you like to provide financial assistance for another child?</b>
<input type="checkbox"/> \$30 <input type="checkbox"/> \$60 <input type="checkbox"/> \$90 <input type="checkbox"/> \$120 <input type="checkbox"/> Other _____
(Please include your donation with your membership payment. Thank you.)

(Note: Boys & Girls Club does not provide medical insurance for participants.)

>Preferred Hospital: \_\_\_\_\_ Physician: \_\_\_\_\_ Phone \_\_\_\_\_

>Do you have insurance:  Yes  No Insurance Company: \_\_\_\_\_ Policy#: \_\_\_\_\_

> Please list all medications your child is taking and any medical problems/allergies (please print): \_\_\_\_\_

> Does your child have any special needs? (ADHD, ADD, Autism, Down Syndrome, Disabilities, etc.) \_\_\_\_\_

> Anything else we should know? (Likes, Dislikes, Fears, Court Orders, Helpful hints) \_\_\_\_\_

**\*REQUIRED\* Please read the attached policy forms and Check Yes or No below:**

Yes  No

(A) I allow my child to contribute his/her art work, writing and photograph(s) to be displayed on the Club's web site.

(B) I allow permission of the use of photographs/images of my child for informational and educational purposes related to the Boys & Girls Club of Salem (newspapers, brochures, videos, etc.).

(C) I give permission for my son/daughter to access the resources of the Internet and computers. My child and I have read and understand the Internet Access and Computer Use Policy and will abide by the terms and conditions stated in it.

(D) I give permission for my son/daughter to participate in cooking programs at the club. My child and I understand the dangers associated with cooking and preparing food.

(F) I give permission for my son/daughter to release (present or copy) his/her school progress reports/report cards to the club. My child and I understand the information will be recorded to help improve educational programming for my child.

**MEMBERSHIP IDENTIFICATION CARD POLICY**

All members (who are issued a card) must scan their membership identification card upon entry to the facility and for program participation as requested by staff. Failure to scan membership card will result in a \$1 fine per violation. A \$5 fee will be assessed to acquire an additional or new card. After 5 violations, members are eligible to receive a new card granted five 1\$ fines have been resolved.

**WAIVER/RELEASE OF LIABILITY**

I have read the completed application including all policies; understand the rules of the Boys & Girls Club of Salem and request that my son/daughter be admitted into membership or preschool/child care. I have explained the rules to my son/daughter and agree that the Boys & Girls Club of Salem will not be responsible for any accident to my son/daughter while on the premises or while engaged in any Club activities away from the Boys & Girls Club of Salem. I give my consent to his or her being given a physical exam or treatment by a physician or hospital in case of emergency. I am responsible for any changes to the information provided on this form. Program fees may be adjusted without notice; **membership fees are not transferable or refundable.**

I \_\_\_\_\_ HEREBY RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE THE GREATER SALEM BOYS & GIRLS CLUB, ITS BOARD, VOLUNTEERS, EMPLOYEES OR STAFF OR ANY AGENT THEREOF, OR ANY OWNERS AND LESSEES OF PREMISES USED TO CONDUCT ANY EVENT, ACTIVITY, SPORTING EVENT OR CONTEST SPONSORED BY THE CLUB, ALL FOR THE PURPOSES HEREIN REFERRED TO AS THE "RELEASEES," FROM ALL LIABILITY to the undersigned for any bodily injury, all loss or damage, and any claim or demands therefore on account of injury to the person of the undersigned, whether caused by the negligence of the "Releasees" or otherwise while the undersigned is in the Club, or participating in any Club game, practice, or sporting event.

2. HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS THE "RELEASEES" from any loss, liability, damage, or cost they may incur due to the Member's participation in any sporting event, game or practice or in any way competing, officiating, observing, or for any purpose participating at any time in the event and whether caused by the negligence of the "Releasees" or otherwise.

3. HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY DUE TO THE NEGLIGENCE OF "RELEASEES" OR OTHERWISE while in the Club or while engaged in any Club activity, game, practice or other event on the premises or while engaged in any Club activities away from the Boy' & Girls Club of Salem.

I acknowledge and agree that club activities may involve a risk of serious injury and I have read this release. This is a release of liability. I have had the opportunity to read this release and to consult with an attorney before signing it.

Parent or Guardian Signature \_\_\_\_\_ Club Member's Signature \_\_\_\_\_ Date: Month \_\_\_ Day \_\_\_ Year \_\_\_

The following information is important for our records and the funding our organization receives. The answers you provide are completely confidential. Your cooperation in providing this information is appreciated.

**Ethnicity:**  Native American or Alaska Native  Black or African American  Hispanic or Latino  Native Hawaiian or Other Pacific Islander  Asian  White

**Family Setting: (Check 1):**  1 Parent Family: **Female** head of household  1 Parent Family: **Male** head of household  2 Parent Family  Other:

**Check all that apply:**  TANF  SSDI  Day Care Voucher  Food Stamps  General Assistance  School Lunch Program  Veterans Compensation  Disability  Other \_\_\_\_\_

**Annual Household Income: (check one)**  Less than \$10,000  \$10,000-\$19,999  \$20,000-\$29,999  \$30,000-\$39,999  \$40,000-\$49,999  \$50,000-\$59,999  \$60,000-\$69,999  \$70,000-\$79,999  \$80,000-\$89,999  \$90,000-\$99,999  \$100,000 +



The goal of the Boys & Girls Club of Salem, Inc. is to provide a **safe** environment for all children. It is the hope of the Staff that every member treats the Club with respect and demonstrates proper behavior. It becomes necessary, however, to deal with inappropriate behavior quickly, professionally and in a compassionate manner. Below you will find a detailed explanation of inappropriate behaviors and their consequences. **Parents and children must read and sign this policy.** The underlying goal of this policy is to reinforce the idea that all behaviors (appropriate and inappropriate) and their consequences **are in the child's control.**

***Minor Infractions***

- Screaming/Yelling
- Rough Housing
- Running in the Building
- Disrespect to other members (name calling, teasing, etc.)
- Being in an unsupervised area

***Consequences***

Phase 1 – Warning/Time out

Phase 2 – Activity Restriction/Notify Parents

Phase 3 – Suspension from program

***Major Infractions***

- Disrespect to Staff or Equipment
- Bullying/Intimidation
- Leaving the Building and/or property without permission
- Inappropriate Behavior in bathrooms/locker rooms, on bus/van or during an activity

***Consequences***

Phase 1 – Activity Restriction/Notify Parents

Phase 2 – Suspension from program

Phase 3 – Termination of membership

**Also – restitution for all broken equipment**

***Serious Infractions***

- Attempts to injure (punching, slapping, biting, pinching, etc.)
- Threatening other members and/or staff (w/ physical harm)
- Inappropriate comments and/or touching
- Stealing
- Throwing items out of bus or van(\*)

***Consequences***

Phase 1 – Suspension from program or transportation(\*)

Phase 2 – Termination of membership

***Also – restitution for stolen items***

- Suspensions shall be for 1-5 days and will depend upon the severity of the behavior.
- Suspensions include all Club programs
- The Executive Director and Program Director shall review all suspensions. The child and parent shall have the opportunity to schedule a follow up conference before the child is able to return to the club.
- The Boys & Girls Club will inform parents of the availability of information and referral services and shall provide this information on request of the parent(s).
- When a child is terminated from the program, the staff will prepare the child in a manner consistent with the child's ability to understand.
- Measures should be reasonable and appropriate to a child's understanding and need. These measures should allow a child's growth and development to continue to grow to their maximum potential.
- Continuous inappropriate behavior(s) may result in permanent removal from the program and revocation of Club membership.
- All behavioral infractions shall be documented and put the child's membership folder.

### **Parental Behavior:**

The following may be reasons for a child's termination from a program or Club membership and will be determined by the Executive Director and/or Program Director. **Parental** inappropriate behavior includes but is not limited to:

- Disrespect, humiliation or ridicule directed to staff, parents or coaches.
- Disrespect to the Club and/or the program by speaking poorly of staff and/or management.
- Speaking inappropriately to children – concerns regarding Club members should be directed to staff.
- Inappropriate touching, pushing, and shoving of staff or children.
- Asking personal questions of children or staff.

Should a problem arise with another child, staff member or parent, all concerns should be addressed to the Executive Director or Program Director.

Confidentiality will be maintained at all times toward Club members and their families. Staff and Administration are available to schedule mutually convenient meetings to discuss any problems or conflicts.



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## **(A & B) MEDIA RELEASE POLICY**

TO ALL PARENTS AND GUARDIANS:

### **(A) CONTRIBUTION OF ARTWORK INTERNET:**

The Boys & Girls Club of Salem is located on the Internet at <http://www.salembgc.org>. As part of our web site and web presence, we would like to include artwork and writing by Club members as well as photographs of our Club members participating in our many activities. If you agree to have your child's work and pictures of your child considered for inclusion on the web page, please check the corresponding "Yes" or "No" box on page 2 of your membership form. Thank you.

### **(B) PHOTOGRAPHS AND VIDEO:**

With permission, photographs/images/moving images of your child may be used for informational and educational purposes related to the Boys & Girls Club of Salem. Photographs/images/moving images will be used to help illustrate and explain programs and/or events of The Boys & Girls Club of Salem. The use of images may include special event videos, photo collages, and local newspaper coverage.

If you agree to allow permission of the use of photographs/images of your child for informational and educational purposes related to the Boys & Girls Club of Salem, please check the corresponding "Yes" or "No" box on page 2 of your membership form. Thank you.



## **(C) Internet Access and Computer Use Policy**

### **User Responsibilities:**

Club members are not to reveal their own or others' personal home address or home phone numbers. You must notify your parent(s)/guardian(s) and a Club staff member immediately if any individual is trying to contact you for illicit or suspicious activities.

Be sure to behave appropriately when using electronic communication. Instant Messenger, Chat Rooms or the checking of e-mail **is not allowed for Club members 12 years of age or younger**. Please do not give out personal information. When using e-mail, please use extreme caution in revealing any information of a personal nature. Providing personal information about another person, which may include a home address or home telephone number, is not allowed.

### **User Guidelines:**

- No Club member will be allowed to access the internet with out the signed written consent of a parent or guardian.
- All internet access will be under the supervision of Club staff.
- Use of the internet will be prioritized. Salem School District assignment research and project/homework completion supersedes all other internet/computer use.
- Users shall not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users or misrepresent other users while using the computers.
- Hate mail, harassment, discriminatory remarks and other inappropriate behavior are not permitted.
- Malicious use of the computers/internet to development programs that harass other users or infiltrate a computer or computer network and/or damage the software/hardware components of a computer or computer network is not allowed.
- Use of the internet to access or process pornographic material, inappropriate text files or files that may be dangerous to the integrity of the Club's computer network is not allowed.
- The downloading of software program, video or music from the internet is not allowed.
- No additional computer programs can be installed on the Club's computers without the consent of Club staff.
- Use of the computers for the purchase and/or sale of any physical item or service is not allowed.
- From time to time, the Club will review these policies and will make determinations regarding the use of computers and internet. Suggestions from Club members and parents are welcome.

### **Member:**

I understand and will abide by the terms and conditions for Internet access and computer use policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken.

### **Parent:**

As the Parent or Guardian I have read the terms and conditions for Internet access and computer use for the Boys & Girls Club of Salem. I understand that this access is designed for educational purposes and the Boys & Girls Club has taken reasonable precautions to prevent access of inappropriate material. However, I also recognize that it is impossible to prevent access to all inappropriate materials and I will therefore not hold the Club responsible for materials viewed, acquired, or communicated on the Internet or private accounts accessed. I understand that if my son/daughter should commit any violation, his/her access privileges may be revoked and disciplinary action may be taken.

**After reading, please check the corresponding "Yes" or "No" box on page 2 of your membership form!**



## **(D) COOKING POLICY**

I allow my child to participate in cooking programs at the club. I understand the dangers involved in preparing and cooking food. The use of cutting utensils (knives), gas stoves, ovens, and other kitchen items will be part of cooking programs.

## **(E) MOVIES POLICY (*grades 6-12 only*)**

I allow my child to watch PG-13 rated movies while at the teen center. All PG-13 Movies will be approved by the club staff.

## **(F) RELEASE OF SCHOOL INFORMATION POLICY**

I allow my child to present their progress reports, report cards, and test scores to help improve educational programming. This information will be recorded to establish targeted outcomes through various programs.



## **SURVEYS & QUESTIONEERS**

As a requirement of membership, I, the parent/guardian of the minor child listed on this application, give permission for Boys & Girls Club of Salem to survey my child about his or her Club experience, behaviors, skills and attitudes using Boys & Girls Clubs of America's National Outcomes Survey or other survey instruments.

### **PRIVACY POLICY/DISCLOSURE OF INFORMATION**

I give my permission to the Boys & Girls Club of Salem to share information about the minor child listed on this application with Boys & Girls Clubs of America (BGCA) for research purposes and/or to evaluate the program's effectiveness. Information that will be disclosed to BGCA may include the information provided on this membership application form, information provided by the minor child's school or school district, and other information collected by Boys & Girls Club of Salem, including data collected via surveys or questionnaires. All information provided to BGCA will be kept confidential.

### **MEMBERSHIP IDENTIFICATION CARD (ID) & OPEN DOOR (*grades 6-12*)**

#### **Member Responsibilities:**

- Members will not be permitted into the club without an active membership, and ID at any time unless otherwise stated. Staff may make exceptions on the premise that the member will be charged a \$1 fee for each entry without their ID or failure to scan to scan their ID card. Members can participate in club/community service to offset the \$1 fee if the opportunity is granted.
- Members must scan-in & out at all times when entering/leaving the premises.
- The replacement cost for a lost ID is \$5.00 non-refundable. Each \$1 fee paid for not scanning a card can be put towards a new card once \$5 has accumulated.
- IDs are not to be washed or tampered with. Any members with damaged IDs that do not work will be charged the \$5.00 replacement fee.
- Upon membership renewal, if an ID is worn or does not work correctly due to normal wear and tear, a new ID may be granted at the staff's discretion.

*As a member*, I understand and will abide by the terms and conditions of the open door and ID policy. I further understand that any violation of the regulations is unethical and may constitute further disciplinary actions. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken.

#### **Parent:**

Our open door policy requires the scanning-in and out of our facility by members in the teen center. Parents are not required to sign a teen center member out, and are encouraged to implement their own rules regarding times and places where teens should be. Although we will always recommend teen center members to make the right choice we cannot prohibit a teen from leaving the premises.

IDs do not contain a member's contact information.

*As the Parent or Guardian*, I have read the terms and conditions for of the open door and ID policy for the Boys & Girls Club of Salem. I understand that this policy is designed for safety and security of the members and staff. I understand that if my son/daughter should commit any violation, fees may be applied, his/her access privileges may be revoked and disciplinary action may be taken.

