



BOYS & GIRLS CLUB  
OF THE SMOKY MOUNTAINS

### Membership Information Form

Revised 12/2020

#### For Office Use Only

Date: \_\_\_\_\_ Staff: \_\_\_\_\_ Branch: \_\_\_\_\_ Annual Membership Status: New Member ☐ Renew ☐

Registration for: 1<sup>st</sup> Semester ☐ 2<sup>nd</sup> Semester ☐ 3<sup>rd</sup> Semester ☐  
Updated date: \_\_\_\_\_ Updated date: \_\_\_\_\_ Updated date: \_\_\_\_\_

Membership Type: Regular ☐ Families First ☐ Scholarship ☐

#### **Member Information: (please print)**

Have you been a Boys & Girls Club member before \_\_\_\_\_ Where? \_\_\_\_\_

Member's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birth date: \_\_\_\_\_

Primary Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Best Phone #: \_\_\_\_\_

Member's Social Security Number----- Gender: Male ☐ Female ☐

Ethnicity:(check only one): Hispanic or Latino ☐ Not Hispanic or Latino ☐

Race:(check all that apply): American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐

Native Hawaiian or Other Pacific Islander ☐ White ☐

Name of school member attends: \_\_\_\_\_ (Immunizations are up to date and on-file at this school.)

(School Year) Current Grade: \_\_\_\_\_ Teacher \_\_\_\_\_

#### **Family Information:**

With whom does the member live? Both Birth Parents ☐ Single Parent ☐ Foster Parents ☐ Other ☐

Foster care case worker full name \_\_\_\_\_ Phone # \_\_\_\_\_

Does your child/children receive:(please check one) Free Lunch at School ☐ Reduced Price Lunch ☐ Pay Full-Price ☐

Do you receive Families First? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, recertification date? \_\_\_\_\_ Case Manager: \_\_\_\_\_

#### **Family Contact Information:**

Father's Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Occupation: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Primary Guardian: Yes ☐ No ☐

Mother's Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Occupation: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Primary Guardian: Yes ☐ No ☐

Guardian's Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Occupation: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Relationship to child: \_\_\_\_\_ Primary Guardian: Yes ☐ No ☐

#### **PERSON AUTHORIZED TO ACT FOR PARENT IN AN EMERGENCY: (Not Listed Above)**

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Business Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

**Back of Application Must Be Completed and Signed ➡➡**

**For review of all safety policies and procedures, please visit [www.bgcsmkv.com](http://www.bgcsmkv.com)**

**HEALTH HISTORY (THIS SECTION MUST BE COMPLETED)**

Name of Doctor: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Do you have medical insurance? Yes ☐ No ☐ Insurance Company \_\_\_\_\_

Name of Policyholder: \_\_\_\_\_ Policy# \_\_\_\_\_

Are there any allergies, health conditions or medications we should be aware of? Yes ☐ No ☐ If yes, please specify: \_\_\_\_\_

List medications taking: \_\_\_\_\_

If your child has any known physical, mental, or social difficulties or other information which may affect participation and/or for which special accommodations are needed, please attach a physician's statement which identifies the condition and gives the Physician's special instructions for your child's care.

**Child Abuse Regulations:**

The Boys & Girls Club of the Smoky Mountains is required by law to report to the Department of Children's Services any suspected child abuse of our members. All suspected child abuse will be reported immediately.

**Transportation Plan:**

Every enrolled child must have a Transportation Plan on file. Please list those people to whom your child may be released and what time he/she will be picked up daily.

**Transportation Authorization:**

**Please check:**

\_\_\_\_\_ My child may be released only to me unless prior arrangements have been made with the Facility or Program Director.

\_\_\_\_\_ My child may be released to the following:

Name	Relation	Phone #	cell	work	home
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Name	Relation	Phone #	cell	work	home
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Name	Relation	Phone #	cell	work	home
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**Acknowledgements:**

I certify that I give my child permission to join the Boys & Girls Club of the Smoky Mountains and appear in pictures, videos, images and likenesses of Boys & Girls Club activities to be used for publicity purposes.

I understand and agree that if my child must be transported to and from the Boys & Girls Club, he/she must be picked up by closing time or a late fee may be charged for waiting by staff. A fee of \$5.00 will be charged if parent is between 10 minutes and 15 minutes late for pick up. A fee of \$5.00 additional dollars will be added every 15 minutes up to one hour late. After one hour we will be forced to call the local Police for assistance. All late fees must be paid before members can return to the Club programs.

I further understand and agree the Boys & Girls Club of the Smoky Mountains has an open-door policy and cannot be responsible for my child/children leaving the Boys & Girls Club premises without permission. Children are not permitted to leave Boys & Girls Club property without written permission of legal parent or guardian.

I understand that once a fee is paid or a contract is signed, they may attend as little or as much as they wish during the designated timeframe.

**No refunds will be issued!** A \$25 service fee will be charged for all returned checks.

Delinquent payment of dues may result in suspension of Club membership until payment is current.

As parent or guardian of the above child, I approve his/her joining the Boys & Girls Club of the Smoky Mountains and agree not to hold the Boys & Girls Club of the Smoky Mountains, its Board of Directors, Officers, Staff, or Volunteers responsible and/or liable, and hereby **RELEASE** them from liability or **losses of any personal property and or any injuries or accidents suffered by my child at the Boys & Girls Club facilities or in connection with membership or participation in any Boys & Girls Club activities.**

In the event I cannot be reached in an emergency, I hereby give my permission to the physician selected by the Boys & Girls Club staff member in charge of the activity to hospitalize, secure proper treatment for and to order injection, anesthesia, or surgery for my child/children as named above. The expenses for all actions will be borne by the parent or guardian.

The Boys & Girls Club of the Smoky Mountains reserves the right to suspend or terminate membership of members who exhibit dangerous, destructive, disruptive or disrespectful tendencies while participating in Club programs.

I understand and agree to abide by all statements and procedures contained herein.

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

I have received, read, and had an opportunity to discuss with a staff member a summary of membership requirements, parent letter regarding child abuse and the Parent's Information Booklet and I have had a pre-placement visit. Yes ☐ No ☐

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For review of all safety policies and procedures, please visit [www.bgcsmoky.com](http://www.bgcsmoky.com)**



## Member Confidentiality and Release of Information

The **Boys & Girls Club of the Smoky Mountains** will maintain all member files in a confidential manner. Pertinent information (i.e. all academic information, report card information or tutorial information) may be shared professionally with a **Boys & Girls Club** staff member, a Tennessee Department of Human Services Case Manager (if applicable), or the school system child attends (i.e. Sevier County Schools) Files for all programs funded in whole or in part by the State of Tennessee or the Federal Government are available for monitoring and subject to audit by the governing agencies. Communication of member information to persons or agencies other than those listed above will require express written approval of the member's parent.

A Boys & Girls Club staff person has explained the above information, regarding the release of information in my child's file maintained by the Boys & Girls Club of the Smoky Mountains to me. I agree to the release of information to persons or agencies as listed above. I understand that any release of information to persons or agencies other than those mentioned above will require my written approval.

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Child's Name

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Name of School Child Attends

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Print Name of Parent

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Parent or Legal Guardian Signature

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Date



## Internet Permission Slip

The Boys & Girls Club of the Smoky Mountains has access to the internet for all of our Club members. Our goal is to give our members a step ahead in the technology world. This access will be monitored at all times. If you wish to have your child participate in this program, please sign below. If you have any questions, feel free to contact the Branch Director.

\_\_\_\_\_ Yes, I give my child permission

My child, \_\_\_\_\_ has permission to use the internet. We have read the rules to the computer lab and agree to follow them. We understand that if the rules are broken, there will be consequences, which will affect my child's computer use.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ No, I do not give permission for my child to use the internet

## Bring Your Own Device Acceptable Use Policy

The Boys & Girls Club of the Smoky Mountains adopts this policy to maintain a safe and secure environment for members, staff, volunteers and others.

A personally owned device. Includes all member-owned existing and emerging technologies and devices that can take photographs; play and record audio or video; input text; upload and download content and/or media; and transmit or receive messages or images.

Emerging technologies and devices include but are not limited to cell phones, computers, tablets and storage media (e.g., flash drives), as well as communication tools including social media sites, text messages, chat and websites. Not all devices are covered in this policy. Unacceptable devices in this policy include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers and televisions.

Club purposes. include program activities, career development, communication with experts and/or Club peer members, homework and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to ask staff when they aren't sure of the permissibility of a particular use of technology prior to engaging in the use.

**Personally owned devices are permitted for use during Club operating hours and for members 13-18 in only the teen designated area of the Club.** The Club expressly prohibits the use of personally owned devices in restrooms and other areas where there is an expectation of privacy.

**Any inappropriate use of a personally owned device, as determined by the Club staff, can lead to disciplinary action including, but not limited to, confiscation of the device, immediate suspension from the Club, termination of membership, or other disciplinary actions determined to be appropriate to the Clubs existing disciplinary policies including, if applicable, referral to local law enforcement.**

Inappropriate communication. includes, but is not limited to, obscene, profane, lewd, vulgar, rude inflammatory, threatening, or disrespectful language or images typed, posted or spoken by members; information that could cause damage to an individual or the Club community, or create the danger of disruption of the Club environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property. If a member is told to stop sending communications, that member must cease the activity immediately.

Members may not use technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is bullying that takes place using emerging technologies and devices. Examples of cyberbullying include mean text messages or emails; rumors sent by email or posted on social networking sites; and embarrassing pictures, videos, web sites or fake profiles. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club member, Club staff or community is subject to disciplinary action.

**Monitoring and inspection.** Boys & Girls Club of the Smoky Mountains reserves the right to monitor, inspect, copy and review content on a personally owned device that is brought to the Club. Parents/Guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parent/Guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

Internet access. Personally owned devices used at the Club can only access the internet via the member's personal data plan. Members may NOT connect via the Boys & Girls Club WIFI. Boys & Girls Club of the Smoky Mountains reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks or other services.

Loss and damage. Members are responsible for keeping the device with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally owned device brought to the Club.

I have read and understand the expectations in this policy: Printed Name: \_\_\_\_\_

Signature of parent or legal guardian: \_\_\_\_\_ Date: \_\_\_\_\_