



**BOYS & GIRLS CLUBS  
OF HARTFORD**

# 2024-2025 Membership Application

**Asylum Hill Club**  
170 Sigourney Street  
Hartford, CT 06105  
(860) 929-7690

**JDL Northwest Club**  
One Nahum Drive  
Hartford, CT 06112  
(860) 242-5553

**South End Club**  
129 Ledyard Street  
Hartford, CT 06114  
(959) 255-6472

**Southwest Club**  
One Chandler Street  
Hartford, CT 06106  
(860) 951-6416

**Trinity College Club**  
1500 Broad Street  
Hartford, CT 06106  
(860) 727-4154

## **Application Checklist**

- Complete attached application
  - 6 year old members must provide a copy of their birth certificate.*
- Provide a copy of the most recent school report card
- Membership Fee: \$10
  - Debit/ Credit Card – NO Cash*
  - Money Orders Payable to: **Boys & Girls Clubs of Hartford***
- Attend Parent Orientation
  - Please contact your local Club to schedule.*



**BOYS & GIRLS CLUBS  
OF HARTFORD**

**2024-2025**

# Membership Application

FOR STAFF USE ONLY	
Membership Type:	<input type="checkbox"/> New <input type="checkbox"/> Renewal
Intake Date:	
Staff Name:	
Receipt #:	
Payment:	
Scholarship:	<i>(if applicable)</i>

**Confidentiality:** Any confidential information requested is for our records and for 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 asterisks (\*). All required fields must be completed in order for your child(ren) to be enrolled in the Club.



## HEAD OF HOUSEHOLD (Parent/ Guardian)

First Name \*  Last Name \*  Date of Birth \*

Gender \* *(Please Choose One)*  Female  Male  Non-Binary  Other  Transgender Relationship to Member \*  Employer

Street Address \*  Apt/Suite #  City \*  State \*  Zip \*

Cell Phone # \*  Secondary Phone #  Email \*

<p><b>Family Setting*</b> <i>(Please Choose One)</i></p> <input type="checkbox"/> Both Parents <input type="checkbox"/> Joint Custody <input type="checkbox"/> Mother Only <input type="checkbox"/> Father Only <input type="checkbox"/> Birth Parent & Step Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Foster Care <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Self <i>(Emancipated)</i> <input type="checkbox"/> Other _____	<p><b>Assistance Programs*</b> <i>(Check ALL that apply)</i></p> <input type="checkbox"/> Childcare Assistance <input type="checkbox"/> Food Stamps <input type="checkbox"/> Housing Assistance <input type="checkbox"/> Medicaid <input type="checkbox"/> SSDI <i>(Social Security Disability Insurance)</i> <input type="checkbox"/> SSI <i>(Supplemental Security Income)</i> <input type="checkbox"/> TANF <input type="checkbox"/> Veteran's Compensation <input type="checkbox"/> WIC <i>(Women, Infants &amp; Children)</i> <input type="checkbox"/> DCF <i>(Department of Children &amp; Families)</i> <input type="checkbox"/> C4K <i>(Care for Kids)</i> <input type="checkbox"/> Medicare	<p><b>Housing Type*</b> <i>(Please Choose One)</i></p> <input type="checkbox"/> Permanent <i>(Own or Rent)</i> <input type="checkbox"/> Public Housing <input type="checkbox"/> Transitional Housing <input type="checkbox"/> Foster <input type="checkbox"/> Group Home
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Total Household Income \* \$

Number of Adults in Household \*

Number of Youth in Household \*



## Secondary Parent/ Guardian

First Name  Last Name  Relationship to Member

Gender  Female  Male  Non-Binary  Other  Transgender Cell Phone #  Secondary Phone #

Street Address  Apt/Suite #  City  State  Zip



# Member Information

First Name \*

Last Name \*

Date of Birth \*

Gender \* (Please Choose One)

Female  Male  Non-Binary  Other  Transgender

School \*

Race \* (Please Choose One)

Asian  Black/ African American  
 Bi-Racial  Hispanic or Latino  
 Multi-Racial  Native American  
 Native Hawaiian or Other Pacific Islander  
 White/ Caucasian  Other: \_\_\_\_\_

Grade \* School Lunch \* (Please Choose One)

Not Eligible  Free Lunch  Reduced Lunch

Permission to Walk Home \*  Yes  No

Does your child have any present of past court involvement?  Yes  No

Current Foster Care Involvement?  Yes  No

Military Family?  Yes  No if yes, Branch: \_\_\_\_\_

Cell Phone # \*

Member's Email \*

## Emergency Contacts & Authorized Pick Ups (Please list in order)

First Name \*

Last Name \*

Relationship to Member \*

Cell Phone # \*

Secondary Phone #

Authorized Pick Up \*  Yes  No

Emergency Contact \*  Yes  No

First Name \*

Last Name \*

Relationship to Member \*

Cell Phone # \*

Secondary Phone #

Authorized Pick Up \*  Yes  No

Emergency Contact \*  Yes  No

First Name \*

Last Name \*

Relationship to Member \*

Cell Phone # \*

Secondary Phone #

Authorized Pick Up \*  Yes  No

Emergency Contact \*  Yes  No

Please list any individual(s) NOT authorized to pick up member by court order: (if applicable)

First Name

Last Name

Relationship to Member

First Name

Last Name

Relationship to Member



# Health Information

## Allergies *(Check ALL that apply)*

Food	Environmental	Medicine	Other
<input type="checkbox"/> Dairy/ Lactose <input type="checkbox"/> Eggs <input type="checkbox"/> Gluten <input type="checkbox"/> Peanuts <input type="checkbox"/> Seafood/ Shellfish <input type="checkbox"/> Soy <input type="checkbox"/> Other _____ _____	<input type="checkbox"/> Bee Stings <input type="checkbox"/> Dust <input type="checkbox"/> Grass <input type="checkbox"/> Mold <input type="checkbox"/> Pollen <input type="checkbox"/> Other _____ _____	<input type="checkbox"/> Amoxicillin <input type="checkbox"/> Aspirin <input type="checkbox"/> Penicillin <input type="checkbox"/> Other _____ _____	<input type="checkbox"/> Latex <input type="checkbox"/> Lotions <input type="checkbox"/> Perfumes/ Colognes <input type="checkbox"/> Other _____ _____

## Medical Information *(Check ALL that apply)*

Diagnosed Medical Conditions	Additional Support in School/ Community
<input type="checkbox"/> ADD/ ADHD <input type="checkbox"/> Anxiety/ Depression <input type="checkbox"/> Asthma <input type="checkbox"/> Autism <input type="checkbox"/> Diabetes <input type="checkbox"/> Hearing Impairment <input type="checkbox"/> Oppositional Defiance Disorder <input type="checkbox"/> Seizures <input type="checkbox"/> Visual Impairment <input type="checkbox"/> Other _____ _____	<input type="checkbox"/> 504 (accommodation) <input type="checkbox"/> Individualized Education Plan <input type="checkbox"/> Meets with School or Private Counselor <input type="checkbox"/> Other _____

Can Self Administer Medication?  Yes  No  
 Epi-Pen?  Yes  No  
 Insulin?  Yes  No  
 Inhaler?  Yes  No

## Insurance Information

Insurance Company *	Member/ Policy Number *	Group Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Please read carefully and sign below

I, the parent/guardian of the minor child listed on this application, for ourselves, our heirs, executors and administrators, hereby release, waive, acquit and forever discharge the Boys & Girls Club of Hartford (BGCH) and Boys & Girls Clubs of America (BGCA), their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organizations such as staff, directors or volunteers, from all liability, claims, demands, or causes of action for any and all loss, damage, injury or death and any claim of damages resulting from use of facilities owned or controlled by the above organizations, or participation in activities of said organizations either at or away from the Club.

## Medical Treatment

I give permission to the BGCH to seek emergency medical treatment for my minor child if I cannot be reached. I will be responsible for any/all costs of medical attention and treatment.

## **Data Collection**

I give my permission to the BGCH to collect information via online or written surveys, questionnaires, interviews, and focus groups from the minor child listed on this application. Any and all information received will be kept strictly confidential. Data gathered through these means will be summarized in the aggregate and will exclude all references to any individual responses. The aggregated results of these analyses may be shared with Club staff, BGCA funders, and other community stake-holders to evidence program effectiveness and/or Club impact on our members.

## **School Information**

I give my permission to the BGCH and my child's School District to exchange information regarding the minor child listed on this application. The purpose of the exchange is to help both organizations do a better job of helping the student be successful in school, in the BGCH and in life. This release is valid for one year and may be revoked at any time by contacting your child's School District or the Boys & Girls Clubs of Hartford in writing.

## **Data Sharing**

I understand that the BGCH may share information about the minor child listed on this application with 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 BGCH including data collected via surveys or questionnaires. All information provided to BGCA will be kept confidential.

## **Technology**

As a member of the Boys & Girls Clubs of Hartford, your child will have access to the Internet. While precautions are being taken, it is possible she/he may access inappropriate sites. The Boys & Girls Clubs of Hartford will have rules and consequences at the Club for such behavior; however, we will not be responsible for the consequences of such access. See the attached Technology policy for signature.

## **Miscellaneous**

I understand who the Boys & Girls Club is not responsible for lost or stolen items. Parents and Club members are responsible for their own transportation to and from the Club. As a drop-in facility, we are not responsible for Club members' whereabouts.

I give permission for my child's picture, video, or any other graphic depiction, to be used by the Boys & Girls Club of Hartford, BGCH funders, and nonprofit community partners during program operations. I also understand who the Club is not, nor does it claim to be, a licensed day care center.

I have read the completed application and this form, understand the rules of the Boys & Girls Club and request who my child be admitted into membership.

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Parent/ Guardian Signature

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Club Member's Signature

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Date



## At the Boys & Girls Clubs of Hartford Child Safety is Job No. 1

The Safety and Wellbeing of Young People is Our Number One Priority

We work every day to create a safe, fun environment so kids can have every opportunity to be successful in life. We have ZERO tolerance for inappropriate behavior of any kind, including child sexual abuse or misconduct, and we put resources behind that stance.

**Culture of Safety:** We continually update robust safety policies, programs and training for our staff and volunteers that are designed to promote child safety and protect young people from threats that are present in our society. We implement layers of safety policies and guidelines to keep our kids safe including:

- All Visitors must sign in and out of the facility
- No parent or visitor is allowed to walk through facility without escort
- Anyone picking up a child must be on the approved list and show ID
- Safety policies are reviewed and updated regularly

**Safety Policies:** Boys & Girls Clubs of Hartford has comprehensive safety policies in place that protect youth – including, but not limited to, supervision, transportation, communication and prohibiting private one-on-one contact.

**24-hour Toll-free Child Safety Hotline:** We encourage all staff, members and families to report any incident or situation they feel is unsafe. Through our national partnership with Praesidium, one of the nation's leading safety experts, Boys & Girls Clubs of Hartford members and staff have access to a confidential 24-hour toll-free Child Safety Hotline, 866-607-SAFE (7233) or email [SafeClub@Praesidiuminc.com](mailto:SafeClub@Praesidiuminc.com).

**Mandatory Background Checks:** Mandatory criminal background checks are required every year for every staff and board member at Boys & Girls Clubs of Hartford. In addition, criminal background checks are required for any volunteer who has direct contact with children. All potential employees and volunteers are also run through First Advantage.

**Required Immediate Reporting:** Boys & Girls Clubs of Hartford staff and volunteers are all mandated reporters. We are required to report any critical incident/safety concern to local authorities immediately. We are also required to report any critical incident to Boys & Girls Clubs of America within 24 hours.

**Mandatory Annual Safety Assessments:** We complete a safety assessment each year to ensure we continually make improvements to safety at our Clubs.

**Safety Trainings:** Ongoing training and supervision of staff is critical. We participate in a wide variety of child safety training conducted such as First Aid, CPR, Mental Health First Aid CPR, Medication disbursement, fire drills, active shooter drills, and much more.

**Mandatory Employee Reference:** Any employee interested in moving to another Boys & Girls Club is required to have a reference from the previous Club, even if the Clubs are within the same community.

**State and Local Laws:** We comply with federal, state, and local safety laws, including those impacting facilities and vehicles. I have read our safety policies and understand these safety requirements.

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Parent/ Guardian Signature

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Club Member's Signature

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Date

## Mentoring Program Parent/Guardian Consent Form

I, the Parent or Guardian of \_\_\_\_\_ hereby give my permission for my child to participate in the Mentoring Program at the Boys & Girls Clubs of Hartford.

I fully understand that the program involves mentors, who shall be selected from the community and will be screened (including a criminal background check) and trained before beginning in the program. A mentor will be expected to spend a minimum of one hour per week with my child on-site at the Boys & Girls Club. The mentor is not allowed to take or meet my child beyond the Club facility other than an organized Club-wide activity which would involve a permission slip to be executed.

I understand that my child will participate in an orientation session at the Club in which the program will be explained. The program is planned to last one year, and continuation may then be discussed.

I understand that during the course of the mentoring program there may be special group events (incorporating all mentors and youth) and family events planned. I understand that the staff of the Club will provide ongoing monitoring of the mentoring activities.

I give the Boys & Girls Club Mentoring Program Coordinator permission to obtain my child's academic and attendance records from my child's school.

I permit the Mentoring Program staff and the Boys & Girls Club to utilize photographs of my child taken during his/ her involvement in the mentoring program and waive all rights of compensation.

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Parent/ Guardian's Printed Name

\_\_\_\_\_  
Date

# Technology Acceptable Use Policy - CLUB MEMBER USAGE

Before a member is allowed to use Club technology equipment or their personal device, both the member and his/her parent/guardian will need to read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

**Club devices** shall include any and all Club-owned existing and/or 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.

**Personally owned devices** shall include any and all member-owned existing and/or 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.

**Club purposes** shall 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 inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

**Authorized use:** Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

**Appropriate use:** Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by 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 Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

**Monitoring and inspection:** Boys & Girls Clubs (local name) reserves the right to monitor, inspect, copy, and review any 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. Parents/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.

**Loss and damage:** Members are responsible for keeping devices 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.

Any inappropriate or unauthorized use of a Club or personally owned device, as determined by 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 Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

- 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 of others;
- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a member is told to stop sending communications, that member must cease the activity immediately.

**Cyberbullying:** Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.



Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites, or fake profiles.

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

**Monitoring and inspection:** Boys & Girls Clubs of Hartford reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Boys & Girls Clubs of Hartford reserves the right to inspect and/or review personally owned devices that are 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. Parents/guardians may refuse to allow such inspections, but 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 must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. Boys & Girls Clubs (local name) 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. Members must follow Club procedures to access the Club's internet service.

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

**Parental notification and responsibility:** While the Boys & Girls Clubs of Hartford Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for Boys & Girls Clubs ((local name) to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

**Digital citizenship:** Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Clubs of Hartford Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Boys & Girls Clubs (local name) Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

**Club-owned-and-operated technology:** Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

**Digital citizenship and technology safety training:** All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all members annually.

I, the undersigned parent/legal guardian, have reviewed the Technology Acceptable Use Policy for the Boys & Girls Clubs of Hartford. My child is also aware of the terms and conditions.

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Parent/ Guardian's Printed Name

\_\_\_\_\_  
Date