



Boys & Girls Clubs of Imperial Valley
P.O Box 1277 Brawley, CA 92227
760-344-2040 (administrative office)
760-344-3354 (Brawley)
760-756-3069 (Holtville)
www.bgciv.org

Membership Application

Summer membership fee is **\$40.00 or \$50 per family**. School year membership is **\$25 per child**. Members must be between the ages of 5 and in kindergarten and 18 years old. Incomplete applications will NOT be processed.
Membership fees are non-refundable after 5 days of attendance.

SELECT UNIT: _____ **Brawley** _____ **Holtville**

MEMBER INFORMATION

Member's Full Name _____	Phone Number _____
Address _____	City _____ State _____ Zip _____
Ethnicity _____	Date of Birth _____ Age _____ Gender _____
School Name _____	City _____ Grade _____
Eye Color _____	Hair Color _____ Weight _____ Height _____ Skin Color _____
Does your child participate in the free or reduced lunch programs at school?	FREE REDUCED

PARENTS/GUARDIAN INFORMATION

Father's Name _____	Address _____
Home Phone _____	Cell phone _____ Work Phone _____
Employer _____	
Mother's Name _____	Address _____
Home Phone _____	Cell phone _____ Work Phone _____
Employer _____	
Parent email: _____	

EMERGENCY CONTACT (other than parent)

Name _____ Relation _____

Home Phone _____ Cell Phone _____ Work Phone _____

Special Request/Attention: _____

MEDICAL INFORMATION

Doctor's Name _____ Doctor's Phone _____

Permission to be treated by doctor / hospital? ___ Yes ___ No Signature: _____

Insurance Company _____ Policy Number _____

Health Problems or Disorders (if any): _____

Please list any medications member is taking: _____

The following information is confidential and used for grant purposes only. This information helps us keep our membership dues low. Thank you for your cooperation!

Single Parent Household ___ Yes ___ No

Member lives with (mom, dad, grandma, etc.) _____

Annual Income: ___ \$10,000 or below ___ \$10,001 - \$15,000 ___ \$15,001 - \$20,000
 ___ \$20,001 - \$25,000 ___ \$25,001 - \$30,000 ___ \$30,001 - \$35,000
 ___ \$35,001 - \$40,000 ___ \$40,001 - \$45,000 ___ \$45,001 and above

Check all that Apply: AFDC ___ Food Stamp ___ SSDI ___ Medi-cal ___ SSI ___
 Other _____

Number of members living in the household: _____

**The Boys and Girls Clubs of Imperial Valley has an OPEN DOOR policy.
The staff cannot be held responsible for the coming and going of members.**

I have read the completed application and the rules of the Boys & Girls Clubs of Imperial Valley. I have explained the Club rules to my son/daughter and request that he/she be admitted into membership. I hereby agree to hold the Boys & Girls Clubs of Imperial Valley free and blameless from any claim for injury or stolen items on the Club's premises or in connection with any Club activity. I hereby authorize Club personnel to administer emergency medical treatment to my son/daughter in the event of sudden illness or accident. I consent to the use or display of any photographs or video of my son/daughter on the Club's premises or in connection with any advertising or promotional activities of the Club. I understand that for grant purposes my child may need to be evaluated and my signature may be required.

I also understand that as a parent I need to participate in Club activities including but not limited to: parent orientation, quarterly parent meetings, Club fundraisers, Club field trips, and Club Holiday parties.

Data Collection Permission

I give my permission to the Boys & Girls Clubs of Imperial Valley to collect information via online or written surveys, report cards, 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, Boys & Girls Clubs of America (BGCA), funders, and other community stakeholders to evidence program effectiveness and/or Club impact on our members.

Data Sharing Permission

I understand that the Boys & Girls Clubs of Imperial Valley may 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 Clubs of Imperial Valley, including data collected via surveys or questionnaires. All information provided to BGCA will be kept confidential.

I have read and agree to comply with all rules of the Boys and Girls Clubs of Imperial Valley. I have also read and explained the rules of the Boys & Girls Clubs of Imperial Valley to my son/daughter applying for membership.

Parent or Guardian Signature	Relation	Date
Club Member's Signature		Date

For Office Use Only:			
Membership # _____	Expiration Date _____	Receipt # _____	
Check # _____	Cash _____		
New _____	Renew _____	Processed By: _____	Orientation Completed _____
School Year _____	Summer Program _____		

Boys & Girls Clubs of Imperial Valley

Rules & Policies

General Rules

- Parents are required to attend a 15 minute orientation within one week of signing up their child or renewing Club membership.
- Parents are required to participate a minimum of 2 fundraisers a year.
- Members must check in and out with membership card.
- Member will obey instruction given by the staff.
- Club phone use will be limited to emergencies only. NO CELL PHONES allowed at Club.
- Backpacks, purses and other possessions must be stored away properly. The Club is not responsible for personal items lost or stolen. Members are not allowed to bring their own sports equipment and/or electronics.
- Members must use all equipment safely and properly.
- Members will not injure themselves or attempt to injure any other person.
- Offensive and profane words are not allowed.
- Members will not damage, attempt to damage, or deface club property. Members will pay for property that is purposely damaged.
Members are not allowed to play in the restrooms. They must ask for a bathroom pass before using the restroom. Only one member at a time will be issued a bathroom pass.
- Objects that endanger the health and safety of others such as: knives, firecrackers, matches, rocks, sticks, weapons etc. are not allowed.
- Food and drinks are allowed in the eating area only and only during scheduled snack time.
- All supplies and equipment must be checked out with a staff person.
- Members must follow all posted area rules. (computer lab, outside, rec room, learning center and arts & crafts area)
- Members will show respect for themselves, others and the Club at all times.

Daily Admittance Rules

- Members that do not attend school cannot attend the club for that day.
- Members are not allowed to arrive at the Club before 2:15 pm on regular days.
- The Boys & Girls Clubs of Imperial Valley is not responsible for injuries or actions of a child who is on route to the Boys & Girls Clubs of Imperial Valley facility.
- Members **MUST** present their membership card when entering and leaving the facility. They are not allowed to just give their number. After 3 consecutive days and/or 5 days in a 30 day period of not presenting a membership card they will not be allowed to stay at the Club. Parent/guardian will be notified and asked to pick them up or purchase a new card for \$5.

Hours of Operation

- Monday – Friday 2:00pm – 5:30pm
- School minimum days the Club will open at 12:30pm Brawley Site and 1:15pm Holtville Site
- We are closed all major Holidays (for a list please contact main office)
- Club may close at various times throughout the year for staff trainings and building maintenance. Notice will be posted on Club door announcing Club closure.
Hours are subject to change.

Summer Hours:

Brawley Club: Monday-Friday 12:30pm-5:30pm

Holtville Club: Monday-Friday 9:00am-2:00pm

Late Pick up Policy

- Your child must be picked up by 5:30pm.
- If child is picked up after 5:35pm there is a \$5 late pick up fee.
- If child is picked up after 5:45pm there is a \$10 late pick up fee.
- If child is picked up after 6:00pm there is a \$20 late pick up fee.
- If child is not picked up by 6:15pm staff will take them to the Police Station.

Summer Holtville Club:

- Your child must be picked up by 2:00pm.
- If child is picked up after 2:05pm there is a \$5 late pick up fee.
- If child is picked up after 2:15pm there is a \$10 late pick up fee.
- If child is picked up after 2:30pm there is a \$20 late pick up fee.
- If child is not picked up by 2:45pm staff will take them to the Police Station.
- All late fees are due immediately. *Your child will not be allowed back into the Club until late fees are paid.*

Dress Code Policy

Members are not to wear clothing that displays violent or inappropriate language that depicts alcohol, drugs or tobacco use/advertising. The member's parent/guardian will be contacted and the member will be sent home. If member is not able to go home and change, the member will be asked to sit in the office for the remainder of the day.

Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off the shoulder or low cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. Flip-flops and sandals are not allowed at the Club.

Snack Bar & Healthy Snack Program

The snack bar is open at the discretion of Unit Director where a variety of snacks and beverages are available to purchase. Items are priced between \$.25 and \$1.00. Snack cards are available for purchase at the front counter in \$5 increments. Members are responsible for their snack cards. Refunds WILL NOT be issued for lost or stolen cards. You may set limits on how much your child may spend on their snack card daily. No sodas allowed at the Club.

Healthy Snack: Club members receive a free healthy snack daily provided by Calexico Neighborhood House. Lunch is provided in the summer by Calexico Neighborhood House.

Discipline Policy

Basic Discipline Policy

The Boys & Girls Club believes that discipline is not about punishment. It is about the staff efforts in coaching and guiding young people to understand the value and benefits of behavior that provides them their needs while not infringing upon others.

Discipline is an ongoing, every day learning process for young people. Staff must provide a structured setting that never waivers or changes. Boys & Girls Club members must understand the rules and limits of their behavior to benefit from their Boys & Girls Club experience.

The Boys & Girls Clubs of Imperial Valley helps guide our members in making positive choices in their journey in developing their own unique identity. We help our members grow into responsible adults.

Boys & Girls Clubs of Imperial Valley staff have high standards for member behavior. If a member should violate a rule the following will happen:

Warning / Time-out

Should a member misbehave or violate a rule they will be issued a verbal warning or placed in time out for approx. 5-10 minutes. The staff will:

- Verbally correct the member and/or place them in time out.
- Discuss with the member the impact of their negative behavior and suggest possible ways to correct this behavior.
- Document the incident in the “time-out” binder
- Send home a behavior notice to be signed by parent and returned to the Club.

One Day Suspension *(balance of the program day and the next day)*

When a member’s behavior does not meet our standards and the prior “Warning” had been provided, the staff member will:

- Contact the member’s parents to inform them their child has been dismissed from the Boys & Girls Club for the remainder of the day and the following day and explain the incident.
- Complete an Incident Report to document the suspension.
- Depending on the severity of the incident, members may skip the “warning/time-out” step and be immediately suspended.
- ALL BULLYING INCIDENTS (physical and verbal) will result in immediate suspension of at least one day.

One Week Suspension

After a youth has been suspended for one day, any future negative behavior within a 30-day period may result in a “One Week Suspension”. The staff will:

- Contact the member’s parents to inform them their child has been dismissed from the Boys & Girls Club for the one week and explain the incident.
- Complete an Incident Report to document the suspension.
- Document their findings for the Executive Director to review.
- Depending on the severity of the incident, members may skip the “warning/time-out” and “one day suspension” steps and be immediately suspended for one week.

Membership Revoked

Continued negative behavior that creates an unsafe environment for other members and/or staff may result in the child’s Club membership being revoked.

Should the Unit Director decide that a child’s membership be revoked the Unit Director will present the incident to the Executive Director for review. The member will be placed on immediate suspension that will remain in place until the Executive Director has reached a final decision.

The Executive Director’s decision is final, but the member or parents may appeal the decision thirty (30) days after the date of the incident. The appeal must be made in writing to the Executive Director outlining the parent’s plan to help their child change their behavior while attending the Boys and Girls Clubs of Imperial Valley.