



BOYS & GIRLS CLUBS
OF THE LEWIS CLARK VALLEY

**MEMBERSHIP
HANDBOOK**

GREAT FUTURES START HERE.

Our Mission

The Mission of the Boys & Girls Clubs of the Lewis Clark Valley is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

A Boys & Girls Club Provides:

- A safe place to learn and grow
- Ongoing relationships with caring, adult professionals
- Life-enhancing programs and character development experiences
- Hope and opportunity

Programming in Five Core Areas:

- Health and Life Skills
- The Arts
- Education and Career
- Character and Leadership
- Sports, Fitness and Recreation

Purpose of Membership Handbook:

This book is intended to be a general information guide for parents and members. It also provides information on membership, scholarship policies, and general Club programs and guidelines. However, it is not possible to cover every program activity or event in our handbook. Current and more specific information is available from the Clubs.

Membership

The Boys & Girls Clubs of the Lewis Clark Valley is a PRIVATE, non-profit organization, providing MEMBERSHIP BASED programs and facilities. All access and participation in the Clubs BEGINS with a current Club membership.

A Boys & Girls Club current membership is REQUIRED of every child participating in any or all programs. Every child utilizing the facility and any Club program MUST be a current member. A Boys & Girls Club membership is open to all youth in grades K-12.

The School Year membership fee is \$40 per child per year, and the Summer membership fee is \$75. ALL MEMBERSHIPS EXPIRE AND MUST BE RENEWED. There are no family rates. The completed membership application **MUST** be signed by a parent/guardian. The Club cannot accept the membership application without the fee, nor the fee without the membership application.

The Club reserves the right to deny, suspend or revoke membership applications or privileges with or without notice and without refund at any time should circumstances warrant.

Membership includes secondary medical insurance, with restrictions, on the child.

Membership fees assist the Clubs' annual operating budget helping to cover such areas as staffing, insurance (liability, errors and omissions, fire, etc.), taxes and fees, utilities (power, gas, water, sewer, garbage), telephone, internet, cable, postage, supplies, printing and auditing.

We honor **CURRENT** Club membership cards from any Boys & Girls Club across the country. However, membership information forms must be completed before the member will be allowed into a Club for participation.

Emergencies

In the event of a natural disaster we will continue to supervise members at the Club until arrangements can be made to have members picked up.

Membership Policies and Recommendations

Children and youth in grades K-12 who are **CURRENT** members of the Club are welcome to use the facility to participate in a variety of programs and activities. See Clubhouse for specific details on program and activities offered.

Non-members are uninsured, and therefore not allowed in the facility to participate. Every child **MUST** be a **CURRENT** member to utilize the facility and program.

The Club is supervised by staff in terms of safety, citizenship and respect for self, others and property. **Acceptable standards of behavior and discipline are required and enforced.** Club Staff will have no contact with Club Members when they are not at the Club. No contact includes texting, social media, gaming, or any other personal contact either in

person or through any other media. Any relationship with Club Members outside the Club must be reported to the Executive Director for awareness.

The Club has an **“open door”** policy. Staff does not, and will not, grant permission to any child to arrive, stay or leave (when or with whom). Those are matters between parent and child. The Club and staff assume NO responsibility or liability as to custody, care and control. Open door does not mean revolving door. It is understood that once a member arrives, they stay until they leave for the day.

All members must have the physical, mental and emotional maturity to act and interact independently and responsibly in the Club setting. The Club is a dynamic environment and there will be issues with our members that require our attention to resolve. We ask that Club members bring any issues they are having to our staff immediately so that we can help solve it.

Children come to the Club because they WANT to, not because they HAVE to. The Boys & Girls Club is NOT to be used for babysitting, day care, summer day care or “drop and shop.” The Club is a youth development program and should be used as such. The staff will take action if membership privileges are abused.

Acceptable behavior is a REQUIREMENT in the Club. Any action that places the safety of self, others or property at risk WILL NOT BE TOLERATED. The Club has a NO TOLERANCE POLICY ON VIOLENCE.

Emergency Weather Conditions

When severe weather conditions exist at or near any and all Club locations, it will be the decision of the Executive Director to close the operation of the Clubs. As a general guideline, the Club is closed when the local school district is closed.

Fee-Based Programs

All program and activity registration forms & fees are required in advance of participation and are non-refundable. Account balances must be paid in full prior to enrolling in upcoming programs or purchasing memberships. Guardians should actively manage their MyClubHub account and keep all balances paid for their Club members. We encourage Club families to use school district transportation wherever available.

Club Program Fees

(Effective January 1, 2024)

- \$40 – School Year Membership
- \$60 – Monthly Rate School Year Early Bird
- \$60 – Monthly Rate School Year Club Cab
- \$75 – Summer Membership
- \$40 – Weekly Rate Summer Early Bird

Discipline Statement

Members of the Boys & Girls Club have high standards for expected behavior. Acceptable behavior is defined by the following:

- Respect Club Members
- Respect Club Staff
- Respect Club Equipment
- Respect Yourself
- Have Fun

Our members understand that there are both positive and negative consequences from their personal behavior. The Club is free of threats, taunts, slurs, weapons, violence, tobacco, alcohol, marijuana & drugs. Acceptable and appropriate dress and language is required. Clothing or artistic impression (including music) that is judged to be improper is not allowed in the facility.

Consequences Guidelines

Informal Guidance

This is the process of reinforcement of positive behavior and not accepting the negative behavior by Boys & Girls Club members. Staff on a daily basis create a program environment that helps Club members be successful. Staff ensure that they are proactive in preventing negative behavior to occur through the observation of behavioral and program operation clues. Staff may discipline those demonstrating unacceptable conduct in the following ways: informal direction and correction, one-on-one guidance and discussion, time out, parent conference, parent/child conference, etc. The Club reserves the right to mirror suspensions from school with similar suspensions from the Club when appropriate.

When our Informal Guidance methods are not effective with a specific Boys & Girls Club member, the following steps are used:

- **One Day Suspension-Warning**
- **One Day Suspension**
- **One Week Suspension**
- **Continued Incidents**
- **Membership Revoked**

Zero Tolerance Behaviors

The following negative behaviors will automatically suspend a Boys & Girls Club member for one day to one week, or more, using the approved guidelines:

- Fighting or threatening the safety of a Boys & Girls Club member or staff member.
- We do not tolerate sexual conduct of any kind. This includes but is not limited to language, touching, pinching, patting, massaging, electronic communications, pictures, bullying, or any other act that could be reasonably construed as sexual conduct.
- Stealing.
- Damage to Boys & Girls Club facility or equipment --- Member is expected to reimburse the Boys & Girls Club for any damage and will be billed. Suspension will continue until a payment plan is approved by the Executive Director or designee.
- Illegal Substances --- The use of an illegal substance, including alcohol and tobacco, by any Club member or guest, shall not be tolerated. A member or guest who arrives at any Club facility or activity while under the influence of alcohol or other illegal substance shall be subject to immediate disciplinary action which may include suspension from Club activities. Parents and/or law enforcement officials shall be notified.

***The implementation of the steps and days of suspension shall vary based on the severity of the offending action.**

Upon justification, members may be sent out of the building with or without parent notification. If necessary, the Club will not hesitate to contact local police and/or Child Protective Services.

The primary concern of the staff is always the SAFETY AND WELL-BEING OF EACH CHILD. Under certain circumstances state law requires notification of police, Child Protective Services or other authorities if abuse or neglect is suspected.

Bullying Policy

The Boys & Girls Club of the Lewis Clark Valley is committed to providing a safe and civil environment and will not tolerate any form of bullying at any Club site or activity.

Bullying is a conscious, willful, deliberate activity intended to harm where the perpetrator(s) get pleasure from the targeted child's pain and or misery. Bullying shall mean a pattern of antagonistic actions involving unwanted negative actions. It can be and often is continuous and repeated over time, but does not have to be. One incident may be enough to constitute bullying. Staff and volunteers who observe an act of bullying shall take immediate, appropriate steps to intervene and shall report it to their supervisor. Members who are believed to be supporters of the perpetrators may be subject to disciplinary actions. Those members who witness the bullying are asked to intervene by telling a staff member. All incidents shall be documented in writing and a parent or guardian will be notified.

Electronic Devices Policy

Cell phones and other electronic devices have become a daily part of our youth's lives; however mobile technology can be a disruption to the Club program. In attempt to provide the best programs and youth development program possible we have implemented the following policy guidelines.

Cell phones and other electronic devices:

- Cell phones may only be used at the Club as a communication device. They should not be used as a game device, a camera, or to access the internet.
- Devices may only be used in a designated area (to be determined by your Clubhouse).
- Devices may only be allowed during specific program hours (to be determined by your Clubhouse).
- Devices shall not interrupt programming.
- If the above statements are not being followed, devices will be confiscated and held at the front counter for parent guardian pick up. Please review our Discipline Policy (located at the front counter and in Membership Handbooks) to understand the consequences of continued inappropriate behaviors.

**The Boys & Girls Club accepts NO responsibility
for a lost, stolen, or damaged device.**

Programs

Programming takes place in our five core program areas. Our Clubs provide diverse programs that will attract and retain boys and girls with a wide variety of interests and needs. Different program delivery methods help ensure program effectiveness. We offer three approaches to program delivery; individual, small group and large group. Individual programs are purposeful, one-to-one contacts made with a member. Small groups are typically made up of 10 to 20 members who meet with a staff for a specific program or activity. Large group programs provide informal and individual involvement to help members improve academic, social and physical skills and confidence.

All programs and activities are structured to produce a specific outcome. Programs are fun, engaging, stimulating, exciting and help members acquire the capacities needed to succeed in life.

The Club also has several fee-based programs including Summer Challengers, a transportation program (Club Cab), the Early Bird Program, and athletics. Check with the Club that your child attends to find out the specific programs offered.

Formula for Impact

Our Boys & Girls Clubs have established a “Great Futures” vision for our Clubs. We aspire to provide a world-class Club experience that assures success is within reach of every young person who walks through our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle. To see this vision become a reality, we have developed the Formula for Impact, a research-based theory of change that describes how individual Clubs and the Movement as a whole will increase our impact - *exponentially* - on the young people of America. It is a roadmap for our Clubs to use to ensure that members have a life-changing Club Experience, and leave the Club knowing they will have a great future.

National Youth Development Outcomes Initiative

The Boys & Girls Club seeks to help all youth live full, satisfying and productive lives. Our intended outcomes encompass behaviors, knowledge, skills, values and motivation. These outcomes are accomplished through Club programs, discussion between staff and

Club members, and member surveys. Our Clubs take part in an annual survey that will be used to track the wellbeing of members in Boys & Girls Clubs nationally. Our Club is one of a group of Clubs across the country participating in this survey that asks how members feel about the activities and time they spend at the Club, education plans, and involvement in community service and work. Additionally, the survey asks about the attitudes and health behaviors of Club members, including questions about nutrition and physical activity. Teen members aged 13 and older are asked additional questions regarding, tobacco, alcohol and other drug use, fighting, and arrests. Members will not put their names on the survey. It is completely anonymous. We would like all members to take part in the survey, but the survey is voluntary. If you do not want your child to take part in the survey, please see the Membership Services counter. If you would like to see the survey, a copy is available at the Membership Services counter.

Picking-up Members at Closing Time

All members **MUST** leave the Club at closing time. If an emergency arises and a child cannot be picked up on time, it is essential that a parent or guardian call the Club to inform the staff. It is the responsibility of the parent/guardian to have emergency contacts available who can pick up their child in the event the need arises. There is a \$1 per minute charge for late pickup and it must be paid prior to the Club member attending again. If we have no communication with guardians an hour after the advertised program end time we will contact authorities to coordinate our Club member's safe return home. Violating our late pickup policy can also result in suspension and membership revocation.

Someone on the authorized pickup list must physically sign out Club members. A call from the parking lot is not sufficient and we will require you come in to sign out. If we have parental permission on file Club members may walk or bike to and from the Club.

At no time may a staff member transport a child in their personal vehicle without the consent of the Executive Director.

Newsletters & Activity Flyers

Newsletters and activity flyers are prepared regularly to inform parents and members of sign-up dates for programs, athletics and special events. Information is also distributed through the local schools, Facebook, newspaper, reader boards and the internet. If you would like to receive our e-newsletter please sign up at www.poweroftheclub.org

Outside the Club Activities

The Club will occasionally go on “Outside the Club” activities. For a child to be able to attend, payment must be made before the day of the activity. We prefer that you do not pick up your child from special events, but we realize that at times, this may be necessary. Please notify the staff at the Club and the staff at the event site. There will be no refunds or credits given for missed activities. Activity costs will vary depending on the activity. **Please discuss with your child if and when he/she has permission to attend “Outside the Club” Activities.**

Snack Program

The Clubs offer a free afterschool snack consisting of grilled cheese sandwiches or other snack components. Local merchants and service groups donate items for the grilled cheese program, and volunteers sign up to assist with making and distributing the sandwiches.

Bicycles, Skateboards & Scooters

The Club has a bicycle rack for members to use. Members should bring a sturdy chain and lock to secure their bicycle at all times. The Club does not assume responsibility for any lost or stolen item.

Dress Code

No halter-tops, tube tops, sheer tops, or shirts revealing the midriff. No shirts or t-shirts with inappropriate language, graphics, or sexual content. All shorts or skirts must be fingertip length.

Lost and Found

Valuable items should be left home. Found items are kept in the lost and found. Items not claimed (including jackets, backpacks and other clothing items) will be given to Goodwill or to the Salvation Army on a regular (2 week) basis.

Head Lice

Head lice is incredibly contagious and we have a duty to protect all of our members. If any member is found to have head lice, we will coordinate with guardians, school districts, and health departments for treatment as necessary. At our discretion, we will provide treatment kits for use at home and work with guardians on whether or not the member can attend the club until the issue is resolved.

Concerns or Complaints

If you have any questions, complaints, comments or concerns, please bring those forward by visiting with either the Branch Director or the Athletic Director. If you would like to bring an anonymous concern or complaint forward, please be as descriptive as possible and mail your concern to any Clubhouse.

Staff and Volunteers

There is a core group of full time Youth Development Professionals who work with youth at each branch. Those professionals are assisted by part time and volunteer staff. If you are interested in volunteering at the Club speak to a staff member.

Volunteers make it possible for us to offer a variety of programs. The Clubs do not sanction Club volunteers participating with youth members outside the control of Club staff. All volunteers must fill out an application and are required to undergo a background check. All volunteers must sign in and out at the front counter. Parents **are not** allowed to stay and **“hang out”** with their child on a daily basis.

Visitors

Parents, business professionals, service club members, officials or other interested persons may visit any time during normal Club hours. However, they **MUST** check in with staff upon arrival and make arrangements to be accompanied by a staff member for a Club tour.

Athletics

Team sports include flag football, basketball and soccer. Contact the Club's Athletic Director for specific leagues in each sport.

Below you will find the general sign-up start dates for our athletic programs. Please contact your Club for specific sign-up dates.

Fall Soccer...July
Flag Football....July
Basketball...November
Spring Soccer...January

Athletics—NO TOLERANCE POLICY

Abbreviated Version. Full version on website.

In an effort to encourage and create a positive, safe & enjoyable environment we have a No Tolerance Policy for all athletic events. Top expectations include respecting players, fans, and referees, no verbal or physical abuse towards others, and place safety, fun, and education above all else, including winning. Our goal is for everyone involved to enjoy athletics in a mature and responsible manner.

Health and Safety

Smoking, use of alcohol or illegal drugs is prohibited on Club property or on any sponsored trip or activity.

Accidents

If an injury occurs staff will provide immediate first aid if needed, then call 911 and call parent(s) or alternate emergency contact persons if necessary. If parents or emergency contacts cannot be reached, treatment may be provided at the direction of a health care professional. **Please contact the Club if you have any changes in work, home or emergency contact information.**

Protective Orders, No Contact Orders, Etc.

If you have custody or other issues involving a Club member please provide documentation at your earliest opportunity to the Club so that we can facilitate Member pickup and drop-off. These issues can include divorce decrees with custody arrangements and pickup/drop-off locations, protective orders, no contact orders, and any other applicable documentation.

Scholarship Policy

The Boys & Girls Clubs of the Lewis Clark Valley provide a safe, secure and friendly environment for youth and teens in grades K-12, regardless of financial status. Current membership is **REQUIRED** to be in the facility, and/or participating in Club activities and programs.

Reduced membership fees are available to families based on specific eligibility criteria. **Proof of eligibility** (Free or Reduced Lunch Form from School District) **is required before we can process the membership or reduce the program fee.** Scholarships are not given for

fees already paid. For families and youth needing financial assistance with membership and program fees, we offer the following:

MEMBERSHIP FEES

- If the child qualifies for the **free or reduced** lunch program you may be eligible to receive a **scholarship**. The Membership fee is reduced by $\frac{1}{2}$ for children who qualify for free lunch, and $\frac{1}{4}$ for reduced lunch. Proof of qualification must be shown and the fee must be paid up front.
- If the child's parents are actively serving in the military, the membership fee is waived. Must show proof of service.

FEE-BASED PROGRAMS

(Athletics, Club Cab Program, Early Bird, & Summer Challengers)

If the child is on the free lunch program at school or is a resident of public housing, the program fee is reduced by $\frac{1}{2}$ and must be paid up front. If the child is on the reduced lunch program at school, the program fee is reduced by $\frac{1}{4}$ and must be paid up front.

The Boys & Girls Clubs of the Lewis Clark Valley

Branch Locations:

Administration

1021 Burrell Avenue
Lewiston, ID 83501
208-746-2301

Richard Guy Bennett Jr. Branch

1414 Highland Avenue
Clarkston, WA 99403
509-758-9647

Athletics

1021 Burrell Avenue
Lewiston, ID 83501
208-746-2301

Lewiston Orchards Branch

1021 Burrell Avenue
Lewiston, ID 83501
208-746-2301

Normal Hill Branch

910 13th Street
Lewiston, ID 83501
208-717-3193

Organizational Mailing Address:

1021 Burrell Avenue
Lewiston, ID 83501

Website:

POWEROFTHECLUB.ORG

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