BOYS & GIRLS CLUB OF BOONE COUNTY

GREAT FUTURES START HERE.

Lebanon Unit
403 W. Main St.
Lebanon, IN 46052
765-482-5110

Whitestown Unit
5964 S. 700 E.
Whitestown, IN 46075
317-769-7311

Zionsville Unit
1575 Mulberry St.
Zionsville, IN 46077
317-873-6670

www.bgcboone.org

MEMBER HANDBOOK

Revised April 2019

BOYS & GIRLS CLUB OF BOONE COUNTY
MEMBER HANDBOOK

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BOYS & GIRLS CLUB
OF BOONE COUNTY

Message from the Executive Director:

It is with great pleasure that I welcome you to the Boys & Girls Club of Boone County! We think you have made a wonderful choice, and we look forward to working with you and to the contributions you will make as a member of the Boys & Girls Club of Boone County, as well as the opportunity to provide you with individual guidance. We believe that the success of the Boys & Girls Club of Boone County depends on everyone's participation and development. We stress the importance of teamwork in our daily interactions with other members and staff. The continuing growth and success of the Boys & Girls Club of Boone County depends on ***YOU****, and we hope you will share in our pride and accomplishments.*

YOUR RESPONSIBILITY: We ask that Members and Parents take the time to read this Member Handbook to familiarize yourselves with important information about your membership, Club rules and expectations, and other information that you are responsible to know and abide by. Please address any questions or concerns to any Staff member at the Boys & Girls Club of Boone County.

1. INTRODUCTION

Welcome to the Boys & Girls Club of Boone County! Our Club strives to develop the relationship with individuals and families in our community. Your membership is critical to our mission!

Boys & Girls Clubs build character through everyday leadership and guidance in behavior and attitude. Young people of all nationalities, races and creeds join together in wholesome recreation and leadership.

Trained professional staff provide; positive adult mentors and role models. Nationally recognized programs help young people succeed in school, stay healthy, learn important life skills, pursue interests in the arts and sports, and explore vocational choices.

Most importantly, the Boys & Girls Club of Boone County shows youth that someone cares and wants them to realize their full potential as productive, responsible and caring citizens.

101. Our Mission:

The mission of the Boys & Girls Club of Boone County is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

102. What A Boys & Girls Club Offers:

Fun! – Rule number one for almost everything that happens at the Club is that it must be fun!

A Safe Place – The Club is a safe place where young people can come to enjoy themselves and their friends.

Opportunities – Club members have the opportunity to learn, grow, give back to the community, discover their needs, set goals, and meet new friends.

A Full Schedule of Great Activities – From simple games to leadership opportunities, we offer a wide range of activities. Ask us for more information about our programs!

Age-Appropriate Services – Boys & Girls Clubs strive to meet the youth development needs in their communities. Take time to learn more about what we offer.

103. ABOUT US – The Boys & Girls Club of Boone County: - It is for boys and girls. Being a member of a Boys & Girls Club satisfies the age-old desire of young people to have a club of their own.

104. **Our History** -- The original (Lebanon) Boys Club was organized in 1953, and operated in the old Central School, site of the present day City Municipal Building. In 1961, the club moved to a building at 403 W. Main St., with the gym being added a year later.

In 1983, the Club started accepting girls as members, and also at this time the Zionsville community started a Club and thus it became a unit of the organization, adopting the name Boone County Boys & Girls Club of Zionsville.

In 1986, the Lebanon Club was in need of a larger building, the house adjacent to the current facility was purchased. A new building was erected on the expanded site, opening its doors in the summer of 1989.

In 1990, the Lebanon and Zionsville Clubs separated into two organizations. This agency's name became the Boys & Girls Club of Boone County, reflecting service to youth throughout the area.

105. **What the Boys & Girls Clubs of Boone County Offer:**

- Full time professional leadership, supplemented by part-time staff and volunteers
- Assurance that all boys and girls can afford to belong
- Diversity – Young people of all races, religions, and ethnic cultures are welcome
- Varied and diversified programs that recognize and respond to the collective and individual needs of girls and boys
- A guidance-oriented environment, emphasizing relationships members have with each other and with adult leaders, and helping young people make appropriate choices
- Organized sports programs
- Building-centered activities that are conducted in the warm, friendly atmosphere of a facility especially designed for youth programs

200 MEMBERSHIP

201 **Who Can Join?** – Anyone between the ages of 5 and 18 who is in kindergarten through 12th grade can join the Club. Members agree to cooperate with others in accomplishing the mission of the Club, and to abide by Club rules. Contact us for more information regarding membership and/or program fees.

202. **Membership Fees**:

- Please visit our website (www.bgcboone.org) for all pricing.

203. **When Can I Go to the Club?** – The Club is open during hours when kids most need a place to go: after school and all day during summer and other school breaks. For specific hours during the academic year or the summer, please contact the Club of your choice anytime between 9 AM and 6PM. Club hours will always be posted at the Club(s) and on our website (www.bgcboone.org).

204. **How Do I Join?** – Stop by the Club and meet our staff. We'll be happy to give you a tour and/or assist you in completing registration to become a new member. You may also register online. Eligibility for membership or participation in programs shall be without discrimination on the basis of race, gender, color, age, religion, national origin, disability, or ability to pay.

205 Membership Revocation -- The Unit Director reserves the right to revoke or deny membership privileges. Membership may be revoked or denied if the member:

- Misuses any Club owned or operated equipment or facilities.
- Engages in conduct which is abusive, illegal, disruptive, or poses a threat to the safety of others.
- Engages in activities contrary to the mission and purpose of the Club.

A member may also be suspended for up to 30 days for violation of rules, disorderly conduct, or other actions unbecoming a member. Suspension, as opposed to revocation of membership, is at the discretion of the Unit Director, and depends on the circumstances and nature of the member's conduct.

The Board of Directors of the Club where the member was suspended or revoked may reinstate a member after reviewing their appeal.

206 MEMBER RULES – Members shall abide by all rules and policies established by the Club, whether in the attached list, posted at the Club, or communicated by Club Staff:

1. **Please check in and out each day when you attend the Club.**
2. **Be Respectful.**
3. **Be Honest.**
4. **Be Caring.**
5. **Be Responsible.**
6. **Take Pride in Your Club.**
7. **Tobacco, the use of non-prescription drugs, or alcoholic beverages, firearms or weapons is strictly prohibited on Club property.**
8. **The Club does not assume responsibility for damages to, or theft of, articles and valuables left in cubbies, vehicles, or elsewhere in the building. Please take home all personal belongings each day.**
9. **Bullying or threatening another person verbally or physically is prohibited on Club property.**

10. **Harassment or intimidation by words, gestures, or body language is prohibited on Club property.**

11. **Food and drink are allowed in designated areas only.**

12. **All attire including swim and workout attire, must be appropriate for a family environment.**

13. **In case of an accident, a Club staff member must be informed and an incident/accident report should be filed by the staff member.**

14. **Shirt and shoes must be worn at all times, unless a specific program designates otherwise.**

15. **Cameras and audio/visual recording devices are prohibited from use in all indoor and outdoor areas, except with the implied authorization to record sports or youth class activities. Implied authorization to record would require that a dependent member of the family must be participating in the sport or activity at the time.**

16. **Members must abide by any additional rules, policies, and/or guidelines that the Club enforces.**

17. **Please follow your Club's electronic device policy.**

18. **The Club opens and closes promptly as posted. Please make sure your child is picked up by 6:00 PM. Repeated late pick-up is subject to a fee of $1.00/per minute.**

207 **Participation Requirements** -- Members must fulfill requirements for program-specific participation (i.e., age, physical skill, prerequisites, etc.).

208 **Interaction with Other Members and Staff** -- Members will be expected to interact with other members and staff with caring, honesty, respect, and responsibility.

209 **Physical Examination for Members** -- All new members will be encouraged to have a physical examination by a qualified physician before beginning a program of physical activities.

210 **Membership Methods of Payment** - Membership dues may be paid with cash, check or credit card.

211 **Membership Credits/Refunds** -- Credits/Refunds are granted when a membership is cancelled due to medical reasons or dissatisfaction, within the first 30 days of membership.

212 **Facility Membership Cards** -- Membership cards shall be the property of the Club. A card shall be issued to each Club member ages 5 and over. The card must be shown for admission to a Club facility or for verifying membership when registering for programs.

Membership cards are not transferrable and shall be for the sole use of the individual identified on the card. Members allowing others to use their card for access to facilities or program registration may be subject to loss of membership privileges.

A lost card must be reported to the Boys & Girls Club of Boone County. A replacement card can be produced.

300 GUEST GUIDELINES

301 **Definition of a Guest** - Individuals and families who are not facility members of the Boys & Girls Club of Boone County may have access to the Club facilities as a guest under the terms described below.

302 **Guest Privileges and Limitations:**

1. Members of the Club may host individuals and families as guests. Members may not host more than two individual paid guests or one family per visit. The behavior of guests shall be the responsibility of the hosting member.

2. Guests must be accompanied by a member. Guests are entitled to one free day to check out the Club.

3. Complimentary guest passes may be distributed as part of a promotion or by designated staff. Guests visiting the Club using a complimentary pass do not need to be in the company of a member.

4. Guests must completed a Liability Waiver along with emergency contact information.

400 CLUB PROGRAMS

Core programs engage young people in activities with adults, peers and family members to better enable them to reach their full potential. Based on the interests and needs of the boys and girls they serve, Clubs offer diverse program activities in five areas:

1. **Character & Leadership Development:** Empower youth to become global citizens who support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image and good character and respect their own and others' cultural identities.

2. **Education & Career Development:** Enable youth to become proficient in basic educational disciplines, set goals, explore careers, prepare for employment and embrace technology to achieve success in a career.

3. **Health & Life Skills:** Develop young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults.

4. **The Arts:** Encourage youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing.

5. **Sports, Fitness & Recreation:** Programs develop fitness, positive use of leisure time, skills for stress management, appreciation for the environment, and social skills.

The following Programs may be added to, amended, or removed based on participation, funding, etc. Decisions to make changes to the Club Programs are at the discretion of the Club's Director.

413 **Program Fees** – Program fees vary by program and Clubs. Please check with the Club for information on specific programs.

414 **Program Fee Credits/Refunds** – Program fee credits/refunds will be given for the following reasons:

- Withdrawal, for any reason, from a class/program prior to the second class.
- Participant is unable to attend class for a medical reason. A pro-rated credit/refund will be issued with a doctor's note.
- If the Club cancels a program or class.

500. **FUNDING**

Each year, the work of the Boys & Girls Club of Boone County plays an important role in the lives of 1,400+ kids from the Lebanon and Western Boone School Districts, as well as kids from other parts of central Indiana. We believe that the Boys & Girls Club is a safe haven for young people and a good source of positive after school activities.

We depend on the support of the community to carry out our mission. In fact, we receive 75% of our funding from individuals, businesses, and foundations from the Lebanon area, committed to improving the quality of life for Lebanon and Western Boone kids. This support makes it possible for us to continue encouraging, teaching, supporting, and challenging kids from our community.

The Boys & Girls Club of Boone County relies on several fund raising activities throughout the year to help sponsor programs at the Club such as:

- **The Annual Auction & Dinner (February)**

- **The Annual Food Truck Event (May)**
- **The Annual Golf Classic (June)**

In addition, you may donate at any time of the year to help us.

$125 **Helps us provide important cultural arts programs for one child for an entire year.**

$105 **Gives one boy or girl the opportunity to be a member of the Club and to be part of an organized sports team for one season.**

$50 **Gives one boy or girl the opportunity to participate in a sports program.**

$40 **Club membership for one child.**

All donations are tax deductible.

If you would like to contribute, you can send a contribution to the Boys & Girls Club of Boone County, P.O. Box 362, Lebanon, IN 46052. If you wish, you can call us at 765-482-5110, or email the Club to ask about other opportunities to help.

THANK YOU FOR YOUR MEMBERSHIP AND SUPPORT!

LEBANON AREA
BOYS & GIRLS CLUB

Acceptance and Understanding of Member Handbook

Member Name Date

Parent/Guardian Name (print)

Parent /Guardian (signature)