



BOYS & GIRLS CLUB
OF BARTLESVILLE

THIS BOX FOR OFFICE USE ONLY	Rec. Date: / /	Receipt #:	Staff Initial:
	New OR Renewal	ID#:	Exp. Date: / /

2025 SUMMER APPLICATION

Member First Name	Member Last Name	Gender
		Male Female

Birth Date	Age	School	Grade for 2024-25 Year
/ /			

Member Ethnicity (Please circle one – circle "Multi-Racial" if more than two ethnicities)

Asian	African-American	Hispanic	Native-American	White	Multi-Racial
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Address	City	State	Zip Code

Head of Household Name and Relationship	Phone	Email	Employer
	- -		

Other Guardian Name and Relationship	Phone	Email	Employer
	- -		

All members must have at least two (2) emergency contacts with working numbers that are NOT Guardians listed above

Emergency Contact Name	Phone	Relationship to Member
	- -	

Emergency Contact Name	Phone	Relationship to Member
	- -	

Please answer ALL questions below:

of Family Members in Household: _____

Please circle any of the following that apply:

Both Parents Single-Parent Foster/Guardian Grandparent Military/Veteran

Please circle any of the following that apply:

Free/Reduced Lunch SoonerCare/Medicare SNAP/Food Stamps TANF SSI SSDI None Apply

Please circle the annual household income (include all incomes from household members):

\$0-10k \$10-20k \$20-30k \$30-40k \$40-50k \$50k-74,999 \$75k+

Special Conditions – Please circle any that apply:

Asthma ADD/ADHD Behavioral/Emotional Counseling Services Allergies None Apply

If any of the above special conditions are circled, or if a special condition is not listed, please give a brief description. If your child currently receives counseling services, please list what agency they are through: _____

PLEASE INITIAL ALL THAT APPLY:

- _____ I give my permission for my child(ren) to participate in the Boys & Girls Club of Bartlesville's field trips including transportation to and from field trips, as well as school. Members will be expected to obey the rules of Boys & Girls Club and to respect staff and volunteers who are assisting with the activities or they can lose transportation privileges and be restricted from participating in further activities. Members must wear clothing/shoes appropriate for the activity. Call us with any questions (918) 336-3636.
- _____ My child has access to the computer lab internet, which is designed for educational use. Precautions are in place to protect their safety, but realize it is not possible to eliminate all controversial material. My child will not have use of Club owned wi-fi passwords. Abuse of Club technology rules can result in loss of personal device and will require a parent/guardian to pick up.
- _____ The Club maintains member files in a confidential manner. The Club has permission to discuss and exchange information regarding my child's academic performance and progress with the school my child attends, as well as with the Office of Juvenile Affairs, their counselor, case manager, or any other provider, as applicable.
- _____ Membership assessments and pre/post tests are periodically given to members. Information may be shared with Boys & Girls Clubs of America for evaluation purposes.
- _____ My child has permission to participate in Club based, on-site mentoring programs that are offered. I understand the Boys & Girls Club is a program based facility and I am enrolling my child to participate in programs.
- _____ I consent to the use of any photos, video, audio recordings or quotes of my child for the positive promotion of the Boys & Girls Club as the Club deems necessary.
- _____ In the event of a medical emergency, the Boys & Girls Club may have my child evaluated and treated by a doctor or nearest emergency center. Reasonable effort will be made to contact me or someone on my child's emergency contact list first. I will keep my contact information updated at all times.
- _____ I understand the Club is a drop in program and not a daycare. I understand that my child can leave the premises at will, and I agree to hold the Club harmless and not responsible for the whereabouts of my child once they check out of our facility. Abuse of this privilege can result in loss of privilege.
- _____ I understand that membership dues are non-refundable, and my child's membership must be current in good standing in order for them to attend.
- _____ I understand membership is contingent upon my child's physical, mental and emotional maturity and that they must possess the ability to interact independently and responsibly in the Club setting.
- _____ The Club discourages bringing valuable items to the Club and will not be held liable for lost, stolen, or broken items.
- _____ I understand that I must keep the Club informed of any changes in phone number or address.
- _____ I understand that tobacco products of any kind are not allowed on Boys & Girls Club property.
- _____ I understand it is my responsibility to know the Club hours of operation, and will be on time to pick my child. I also understand that fees will be assessed for late pickups, and can result in suspension from the program until fees are paid in full.

_____ I have read and fully understand the information contained in the application and the contents and agreements made by me, and request that my child's application for membership in the Boys & Girls Club of Bartlesville be accepted.

_____ I have received and read the parent handbook. Please access our parent handbook here:
<https://bgcbville.org/files/2025/04/2025-BGC-Bartlesville-Parent-Handbook.pdf>



MEMBERSHIP RELEASE

I understand that the Boys & Girls Club of Bartlesville is not a licensed childcare facility and has an open door policy where members are allowed to come and go as they please. If a member leaves the Club, they will not be granted return access unless approved by Club personnel. The Boys & Girls Club of Bartlesville assumes no responsibility for members who choose not to attend on a particular day or after they have left the facility.

I, the parent/guardian of the minor child listed on this application, on behalf of the minor child listed herein and for ourselves, our heirs, executors and administrators, hereby release, waive, acquit and forever discharge the Boys & Girls Club of Bartlesville and Boys & Girls Clubs of America, 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, damages demands, or causes of actions 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 Boys & Girls Club of Bartlesville.

By signing below, I certify and attest that I am a person legally responsible for the minor child named herein. I have read and accept ALL of the statements and conditions herein and hereby give authority to the Boys & Girls Club of Bartlesville to the extent of the statements and permissions granted therein.

PARENT/GUARDIAN SIGNATURE

_____/_____/_____
DATE

PARENTS & MEMBERS PLEASE READ THROUGH THE FOLLOWING SECTIONS EXPECTATIONS AT THE CLUB:

Boys & Girls Club Code:

- I believe in God and the right to worship according to my own faith and religion
- I believe in America and the American Way of Life as in the constitution and the Bill of Rights
- I believe in fair play, honesty, and sportsmanship
- I believe in my Boys & Girls Club, which stands for these things

Member Code of Conduct:

- I will show respect to myself, my fellow Club Members, my Club Staff, and Club property at all times by being respectful and behaving in an appropriate manner
- I must check in/out at the front desk every time I come or go and will not leave the Club without permission
- I understand that physical violence, retaliation, profanity/foul language, bullying, stealing, destruction of property, verbal, sexual, racial, or cultural harassment is never appropriate and will not be tolerated
- I understand that any inappropriate actions can result in an appropriate level of disciplinary action at the discretion of Club staff
- I understand I am not allowed in any area of the Club that is not supervised by BGC staff
- I will cooperate with fellow Club members and staff, and will work to resolve problems in a positive manner
- I understand I am expected to participate in activities and programs while attending the Club
- I understand that the rules are for our safety and the upkeep of our facility
- I understand there are consequences to ALL of my actions and those consequences are because of my actions
- I understand that appropriate dress is expected, much like the standards at schools. Included, but not limited to: no sagging, do-rags/colors, inappropriate messages on clothing, short shorts, showing midriffs or other revealing clothing. Hats are not allowed inside the Club. All decisions are made at the discretion of Club staff.

Consequences/Disciplinary Actions

Tier One: 1st Offense

- o Behavior Report filled out by staff
- o Redirection from staff – possible note to parent
- o May include, but not limited to: not participating in activities, disrespectful to others or staff, etc.

Tier Two: 2nd offense

- o Discipline Report filled out by staff
- o Call/Message to parent for meeting with staff in charge of discipline
- o Suspension from program – Length at discretion of staff
- o May include, but not limited to: continued offenses from Tier 1, inappropriate language, misbehavior on field trips, etc.

Tier Three: 3rd Offense / Automatic Suspensions

- o Discipline Report
- o Suspension from program – Length at discretion of staff
- o May include, but not limited to: continued offenses from Tiers 1 & 2, fighting, theft, bullying, harassment (sexual, verbal, otherwise), damaging property, possession of drugs, alcohol, weapons

NOTE: Accumulation of 3 suspensions for any reason can result in removal from the program for the remainder of the session (school year or summer) at the discretion of the staff. This is not intended to be a comprehensive list of rules. Basic expectations of good behavior will be discussed with members with an emphasis on respect of members, staff, and Club property.

FOR INFORMATION ONLY

The Oklahoma HealthCare Authority provides programs that you may qualify for
SoonerCare Helpline—(800) 987-Sooner
Care Choice Provider List - www.okhca.org/provider-finder or call (800) 987-7767
SoonerRide - (877) 404-4500



Care Management - (877) 252-6002
Behavioral Health Helpline - (800) 652-2010

AT THE BOYS & GIRLS CLUB OF BARTLESVILLE CHILD SAFETY IS #1!

We work every day to create a safe and fun environment so kids can have every opportunity to be successful in life. There is zero tolerance for inappropriate behavior, including child sexual abuse or misconduct, and we provide significant resources to ensure this stays a priority.

Culture of Safety

The Boys & Girls Club of Bartlesville continually updates safety policies, programs, and training for our staff and volunteers. These policies are designed to promote child safety and protect young people from being harmed by threats that exist in society.

Safety Policies

The Boys & Girls Club of Bartlesville has a comprehensive safety policy that protects youth - including, but not limited to: supervision, transportation, communication, and prohibiting 1-on-1 contact between members and staff or volunteers.

Mandatory Background Checks

The Boys & Girls Club of Bartlesville conducts comprehensive criminal background checks every 12 months for all employees, as well as volunteers who have direct and repetitive contact with children. All background and sex offender registry checks must meet or exceed Boys & Girls Clubs of America (BGCA) membership requirements.

Scan In/Out Policy

The Boys & Girls Club of Bartlesville requires all members to scan in and out each day with their KidTrax Club ID number. In addition, parents understand that we are a drop-in program and that members may leave the premises at will. Currently, once a child has scanned out of the building using their Club ID number they cannot scan back in.

Mandated Reporting

The Boys & Girls Club of Bartlesville staff and volunteers are all mandated reporters. All adults, age 18 or older, in the state of Oklahoma are mandated reporters.

Mandatory Annual Safety Assessments

The Boys & Girls Club of Bartlesville conducts a safety assessment each year to ensure we continually make improvements to the Club's safety

Safety Trainings

Ongoing training and supervision of staff is critical. Boys & Girls Club of Bartlesville staff participate in a wide variety of child safety trainings each year. We also engage leading third-party safety experts, such as Praesidium, to provide targeted trainings.

State and Local Laws

We comply with federal, state and local safety laws, including those impacting facilities and vehicles.

Partnerships

For families in need of assistance, the Boys & Girls Club of Bartlesville has an embedded DHS representative that can connect them to resources they may need. In addition, the Club works with Grand Lake Mental Health and our families to make referrals for mental health services.

To report an incident of abuse or neglect:

- Call the Oklahoma Statewide Child Abuse & Neglect Hotline at **1-800-522-3511**
- **Submit a report at www.okhotline.org**

