

Air Force Youth Programs Registration

Privacy Act Statement

Yearly Membership Fee
\$50

AUTHORITY: 10 U.S.C 8012 and 44 U.S.C 3101.

PRINCIPAL PURPOSES: To register dependent youth of military, retired and DOD personnel in the youth activities program and to register volunteers who are willing to participate in the program and to identify the activities in which they are skilled.

ROUTINE USES: To accept entries in Air Force sponsored youth activity programs and monitor participation. Information furnished may be (1) disclosed to any DOD component or part thereof, and upon request, to other Federal, State, and local government agencies in the pursuit of their official duties, (2) disclosed to news media announcing participation, and (3) used for other lawful purposes including law enforcement and litigation.

DISCLOSURE IS VOLUNTARY: Failure to provide the information may preclude the individual from participation in Air Force sponsored youth activities program.

<i>YOUTH NAME</i> LAST, FIRST, MI	<i>SPONSOR NAME/RANK</i> LAST, FIRST	<i>SPOUSE NAME/RANK</i> LAST, FIRST	EMERGENCY CONTACT OTHER THAN PARENT
BIRTHDAY: AGE: GRADE:	SQUADRON: BRANCH:	HOME ADDRESS: ZIP:	EMERGENCY PHONE SAME AS CONTACT
MALE / FEMALE	WORK PHONE(SPONSOR)	WORK PHONE (SPOUSE)	PHOTO PERMISSION YES / NO
E-MAIL(PRIMARY)	CELL PHONE(SPONSOR)	CELL PHONE (SPOUSE)	E-MAIL(SECONDARY)
HOBBIES & INTERESTS	SPONSOR SSN (LAST 4)	HOME PHONE:	PARENT VOLUNTEER Yes / No

SPECIAL NEEDS CARE / ILLNESS / ALLERGIES / INJURIES

<u>SCHOOL ATTENDING:</u>	<u>HOUSEHOLD:</u> (Circle 1-2) Dual Military Single Military Civilian Contractor	<u>FAMILY SETTING:</u> Parents Grandparents Single parent	Takes <u>MEDICATION</u> daily? YES NO
YOUTH Ethnicity: _____		DEROS:	Has an <u>Epi-pen</u>? YES NO
			Has an <u>IEP</u>? YES NO

RELEASE OF LIABILITY AND AGREEMENTS

MEDICAL CARE AUTHORIZATION: I hereby authorize my child to receive emergency medical treatment whenever it is deemed necessary at any U.S. Military Facility or any other medical facility when a U.S. Military Medical Facility is not available.

HOLD AND SAVE HARMLESS AGREEMENT: Now therefore, in consideration of mutual covenants and agreements between the parties here to it is agreed as follows: We the parents of the above named youth agree to save and hold harmless as well as defend the Base Youth Programs, Services Division's Central Base Fund, Department of the Air Force and the contractor from and against any and all claims, demands, actions, debts, liabilities and attorney's fees. Parent further agrees to save and hold harmless the contractor and all other parties involved from and on account of damages of any kind which the youth may suffer as a result of the acts of participating in the program.

TRANSPORTATION/FIELD TRIP: I give Youth Programs permission to transport the aboved named youth to and from any events that I am notified of in advance.

SIGNATURE OF PARENT / LEGAL GUARDIAN	DATE
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FOR USE BY YOUTH PROGRAMS STAFF (COMPLETE & INITIAL)

PROGRAM ORIENTATION DATE:	CARD ISSUE DATE:	ENROLLED IN SCHOOL AGE PROGRAM? Yes No
CARD EXPIRATION DATE:	PAID RECEIPT #:	STAFF INITIAL / DATE OF RECEIPT

Hurlburt Field Teen Center

Parent/Guardian and Member Internet Authorization

Date: _____

From: _____

Re: _____

Dear Parent or Guardian:

_____ has requested online (Internet) computer privileges at his/her Hurlburt Field Teen Center. Your consent and your child's consent are required before your child receives Stay Safe! -Online instruction and testing. This program is based upon guidelines and six Teen Center computer lab agreements:

- Always be respectful of others.
- Never give out personal information.
- Always remember you are responsible for what you do online.
- Always follow the computer lab supervisor's instructions.
- Never agree to meet in person people you talk with online
- Never visit "off-limit" Web sites.

Failure to uphold these agreements could result in a warning, suspension, or revocation of the member's online privileges. You will be notified if there are any violation incidents and given the option of restricting your child to non-Internet computer use.

Please sign and return this form to the Hurlburt Field Teen Center.

I have spoken with my child about the importance of respecting the Hurlburt Field Teen Center Stay Safe!-online agreements.

I give my permission for my child to use the Internet. I agree to abide by the B&GC agreements.

Parent/Guardian Signature

Member Signature

Printed Name

Printed Name

Date

Date



Publicity and Photo Release

I do do not give permission for my child _____ to be videotaped and/or photographed. These pictures/videotapes will be kept on file to support the publicizing of the mission here at Hurlburt Field, AFB. I, _____, the parent of the before named teen, relinquish all rights, title and interest in the finished photographs, tapes and negatives.

Parent's Signature

Date



**TEEN CENTER
MEMBERSHIP AGREEMENT**

I _____ PARENT OF _____ DO
HEREBY CONFIRM THAT I HAVE CAREFULLY READ AND FULLY UNDERSTAND THAT MY
CHILD BEING A MEMBER OF THE HURLBURT FIELD YOUTH CENTER HAS NO DIRECT
SUPERVISION WHILE OUTSIDE THE YOUTH CENTER BUILDING.

MY CHILD/CHILDREN CAN ENTER AND EXIT THE TEEN CENTER AND GROUNDS ON THEIR
OWN AT ANY TIME DURING NORMAL HOURS OF OPERATION. MY CHILD'S BEHAVIOR AND
CONDUCT WHILE AT THE TEEN CENTER ARE SOLELY MY RESPONSIBILITY. I UNDERSTAND
THAT THE RATIOS ON THE TEEN CENTER ARE NOT IN STANDARD WITH THE BEFORE AND
AFTER SCHOOL PROGRAM OR THE CHILD DEVELOPMENT CENTER. THE MAIN OBJECTIVE OF
THE PROGRAMS FOR THE TEEN CENTER MEMBERS ARE OPEN SELF-DIRECT RECREATION, IN
WHICH INVOLVEMENT SOMETIMES DEPENDS ON THE CHILD'S AGE. IT IS THE
RESPONSIBILITY OF MY CHILD/CHILDREN TO SHOW THEIR TEEN CENTER MEMBERSHIP CARD
AND SIGN IN AND OUT UPON ARRIVING AND LEAVING THE YOUTH CENTER. AS THE PARENT
OF A TEEN CENTER MEMBER I MUST ALSO SIGN IN ON THE ADULT SIGN IN LOG WHEN
ENTERING THE TEEN CENTER FACILITY, FOR THE SAFETY OF MY CHILDREN. I ALSO
UNDERSTAND THAT THE TEEN CENTER STAFF ARE NOT RESPONSIBLE ONCE MY CHILD
LEAVES THE FACILITY.

MY CHILD/CHILDREN AND I HEREBY AGREE TO ALL OF THE ABOVE AND FREELY PLACE OUR
SIGNATURES BELOW. HAVING READ THE TEEN CENTER PROGRAM PACKET AND COMPLETED
THE ANNUAL REGISTRATION FORMS: AF FORM 1181 AND AF FROM 88, I AGREE THAT MY
CHILD/CHILDREN WILL ABIDE BY ALL POLICIES AND GUIDELINES AS LISTED ON PAGE 3 OF
THIS PACKET. I FURTHER AGREE THAT MY CHILD/ CHILDREN WILL ACT WITH
RESPONSIBILITY AND GOOD CONDUCT WHILE PARTICIPATING IN YOUTH PROGRAMS. MY
CHILD/CHILDREN AND I ALSO UNDERSTAND THE DISCIPLINARY COURSE OF ACTION AND
THAT I (PARENT) WILL BE HELD RESPONSIBLE FOR MY CHILD'S BEHAVIOR AND ANY
DAMAGE OR REPLACEMENT OF EQUIPMENT THAT GETS BROKEN, LOST, OR DESTROYED.

MEMBER'S SIGNATURE: _____ DATE: _____

PARENT'S SIGNATURE _____ DATE: _____



Teen Center Guidance Policy

This policy has been devised per AFI34-801, Paragraph 2.82. It is to be posted throughout the Center, and made available to all patrons and employees. It is to be strictly followed by all Center personnel. This Policy is designed to help each child develop self-control, self-esteem, and respect for the rights of others.

1. The following are acceptable guidance techniques:
 - A. Talking with the youth
 - B. Helping the youth negotiate to resolve the conflict.
 - C. Temporarily removing the youth from the situation.
 - D. Limiting the youth's participation in activities.
2. The following are not acceptable guidance techniques:
 - A. Spanking, slapping, hitting, pinching, shaking, or giving any form of physical punishment.
 - B. Verbal abuse, Threats, or derogatory remarks about the youth or his/her family
 - C. Restraining movement or placing the youth in a confined space such as a closet.
3. Denial of food will not be used as a punishment.
4. When a youth's behavior is disruptive to the point of keeping the Teen Center Staff from supervising other children, continuing with daily activities, or if the youth injures others at the Teen Center Staff should discuss this behavior with the youth's parents. If the behavior continues the Teen Center Staff will document specific behaviors on AF Form 1187 and pass the information on to the Teen Director.
5. The Teen Director will then meet with the youth's parents to discuss ways to deal with the inappropriate behavior to determine if the youth needs to take a short "Vacation" from the program. At such time as the inappropriate behavior subsides the youth will be invited back to the program.
6. Teen Center Staff are mandated to report any suspected cases of Child Abuse to the proper authorities. We encourage parents to do the same. A Mandatory Child Abuse Workshop (Detecting and Reporting) is offered annually, All staff are required to attend.
7. I acknowledge and understand the Teen Center Guidance Policy.

Signature _____ Date _____



Hurlburt Field Teen Center
133 Letourneau Circle
Hurlburt Field, FL 32544
850-884-6063



Dear Parents,

With your child/children's paid membership for the Teen Center program your child will be receiving a Membership Card. These cards are to accompany your child/children at all time that they are using the facilities. If their card at any time becomes lost, damaged, and/or stolen there is a \$2.00 replacement fee. This fee is to cover the cost of supplies used in issuing a duplicate Membership Card. We apologize for any inconvenience that this may cause.

Sincerely,

The Hurlburt Field Teen Center Staff

I _____ parent/guardian of _____ have read and understand the statement above.

Parent Signature: _____

Date: _____



HURLBURT FIELD TEEN CENTER
Code of Conduct

In order to insure the health, safety, and welfare of our youth members, the Hurlburt Field Teen Center administers the following disciplinary policies and procedures:

The Hurlburt Field Teen Center enforces the following four codes of conduct:

- a. Respect for all persons and property.
- b. Respect for club facilities & equipment.
- c. Respect for staff & volunteers as employees and program leaders.
- d. The following are strictly prohibited: swearing, racial remarks, verbal abuse, fighting or any other form of physical abuse. Use or possession of controlled substances, weapons and intoxicants. Smoking or chewing tobacco products, music containing inappropriate or suggestive language also violates facility rules.

Infraction of any of the above, or any other action deemed in appropriate, may result in the following procedures:

- a. Discussion: Warning of the inappropriate action and guidance to avoid reoccurrence.
- b. Suspension: A suspension from the Teen Center and may return ONLY after the parent/guardian confers with staff.
- c. Expulsion: Removal from the Teen Center either permanently or as determined by the Director. If a time period is given, the youth may reapply after stated time. Application will be reviewed by the Program Director for consideration.

NOTE: If the member and his/her family do not meet the terms of the behavioral agreement, membership rights at the Teen Center maybe revoked indefinitely.

Immediate suspension or expulsion may result in any situation where, in the judgment of the staff, the safety of any individual is at risk.

HURLBURT FIELD TEEN CENTER
Boys and Girls Clubs of America:

Please have your teen visit and register at www.myclubmylife.com for useful information about Life Skills, Health & Fitness, Arts & Technology, Culture, and much, much more!

Initial that you have read and discussed the code of conduct.
PARENT _____ TEEN _____

